MINUTES OF THE BOARDS
GOVERNING THE PUBLIC
LIBRARY OF FORT WAYNE
AND ALLEN COUNTY

Board of Trustees

ALLEN COUNTY PUBLIC LIBRARY

1987

Lu Ann Beaman, President
9031 Forestdale Drive
New Haven, IN 46774
(219) 493-2077

New Haven High School
1300 Green Road
New Haven, IN 46774
(219) 493-3761

Mary Koehlinger, Vice-President
4815 Chaucer Road
Fort Wayne, IN 46835
(219) 485-9321

Patricia E. Riley, Secretary
9228 Sea Wind Place
Fort Wayne, IN 46804
(219) 432-6230

Alan McMahan
4805 North Washington Road
Fort Wayne, IN 46804
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McMahan-Adams Realtors
215 West Washington Boulevard
Fort Wayne, IN 46802
(219) 424-1500

Rae Gates
6831 Blue Mist Road
Fort Wayne, IN 46819
(219) 747-9511

Charles E. Coleman
2913 Winslow Place
Fort Wayne, IN 46815
(219) 486-0052

Fort Wayne Community Schools
1230 South Clinton Street
Fort Wayne, IN 46802
(219) 425-7245

C. Philip Andorfer
1815 Benham
Fort Wayne, IN 46815
(219) 493-8315

Leonard J. Andorfer & Co., Inc.
2410 Lake Avenue, P.O. Box 5486
Fort Wayne, IN 46895
(219) 423-9405

Douglas M. Lehman, Financial Manager of the Allen County Public Library, will serve as Treasurer for the Board of Library Trustees.

AGENDA

Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Thursday, January 22, 1987
3:00 p.m.
Room 4, Main Library
900 Webster Street

1. Swearing in of new board members

2. Adoption of the agenda

3. Approval of the minutes of the December 22, 1986 regular meeting and executive session

4. Reception of the financial report for December 1986

5. Report of the Director

6. Appointment of committees

7. Retention of library attorney for 1987

8. Approval of Woodburn branch lease

9. Resolutions of appreciation

10. Resolution establishing a policy on library records

11. Approval of fund transfer resolution

12. Appointment to the Allen County Public Library Foundation Board of Trustees

13. Approval of Payment of bills

14. Other business

15. Adjournment

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3:00 p.m.
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900 Webster Street

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13. Approval of payment of bills

14. Other business

15. Adjournment

MINUTES
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
January 22, 1987
3:00 p.m.
Room 4, Main Library

Present: Mrs. Beaman, Mrs. Riley, Mr. Coleman, Mr. Andorfer. Mr. McMahan arrived at 3:35 p.m.

Absent: Mrs. Koehlinger, Mrs. Gates

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, January, 22, 1987, at 3:00 p.m. in Room 4 of the main library with Mrs. Beaman presiding.

Katherine W. Smith, Notary Public, administered the oath of office to Charles Coleman and C. Philip Andorfer, new members of the Board of Library Trustees. Mr. Coleman was appointed by the Fort Wayne Community Schools Board of School Trustees, and Mr. Andorfer by the Allen County Council.

On motion of Mrs. Riley, the agenda was adopted as distributed. Mr. Andorfer moved the approval of the minutes of the December 22, 1986 regular board meeting, and the motion carried. Mrs. Riley moved the approval of the minutes of the December 22, 1986 executive session. The motion carried.

Mrs. Riley moved that the financial report for December be received and the motion carried.

Mr. Krull called upon Steven Fortriede to present a report on library service statistics for the year 1986. Mr. Fortriede noted that total circulation for 1986 was 2,795,355, an increase of 9% over 1985. Total library service as measured by public service units showed an increase of 9% over 1985. Over the same period, the number of hours worked by the staff increased by 5%, indicating continuing increases in staff productivity during 1986.

Mr. Krull reported on the following matters:

A meeting was held on January 22 with representatives of CLSI and AMIGOS Bibliographic Network to develop detailed plans for the retrospective conversion of the library's bibliographic records.

Computer room construction is on schedule and specifications are nearing completion for the remote terminal wiring for the main library and branches. This work will be advertised for bid within the next several weeks.

The library's job classification and pay plan study, being conducted under the guidance of Thomas A. Basnight, is proceeding on schedule. A progress report will be made by Mr. Basnight to the board's designated liaison early in February.

MINUTES
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
January 22, 1987
3:00 p.m.
Room A, Main Library

Present: Mrs. Beaman, Mrs. Riley, Mr. Coleman, Mr. Andorfer. Mr. McMahan arrived at 3:35 p.m.

Absent: Mrs. Koehlinger, Mrs. Oates

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, January, 22, 1987, at 3:00 p.m. in Room A of the main library with Mrs. Beaman presiding.

Katherine W. Smith, Notary Public, administered the oath of office to Charles Coleman and C. Philip Andorfer, new members of the Board of Library Trustees. Mr. Coleman was appointed by the Fort Wayne Community Schools Board of School Trustees, and Mr. Andorfer by the Allen County Council.

On motion of Mrs. Riley, the agenda was adopted as distributed. Mr. Andorfer moved the approval of the minutes of the December 22, 1986 regular board meeting, and the motion carried. Mrs. Riley moved the approval of the minutes of the December 22, 1986 executive session. The motion carried.

Mrs. Riley moved that the financial report for December be received and the motion carried.

Mr. Krull called upon Steven Fortriede to present a report on library service statistics for the year 1986. Mr. Fortriede noted that total circulation for 1986 was 2,797,355, an increase of 2% over 1985. Total library service as measured by public service units showed an increase of 9% over 1985. Over the same period, the number of hours worked by the staff increased by 5%, indicating continuing increases in staff productivity during 1986.

Mr. Krull reported on the following matters:

A meeting was held on January 22 with representatives of CLSI and AMIGOS Bibliographic Network to develop detailed plans for the retrospective conversion of the library's bibliographic records.

Computer room construction is on schedule and specifications are nearing completion for the remote terminal wiring for the main library and branches. This work will be advertised for bid within the next several weeks.

The Library's job classification and pay plan study, being conducted under the guidance of Thomas A. Bassett, is proceeding on schedule. A progress report will be made by Mr. Bassett to the board's designated liaison early in February.

Mrs. Beaman made the following committee appointments for 1987:

Compensation and Personnel
Mary Koehlinger, Chair
Alan McMahan
Charles Coleman
C. Philip Andorfer

Insurance
Patricia Riley, Chair
C. Philip Andorfer
Rae Gates

Branch Development
Rae Gates, Chair
Patricia Riley
Mary Koehlinger

Automation
Alan McMahan, Chair
C. Philip Andorfer
Charles Coleman

Mr. Andorfer moved that G. Stanley Hood be retained as the library's attorney for 1987 at an hourly rate of eighty dollars per hour.

Mrs. Riley moved that the president and secretary of the board be authorized and directed to execute a one year lease, ending December 31, 1987, for the Woodburn Branch Library facility for the total sum of $2400. The motion carried.

Mr. Andorfer moved the adoption of Resolution No. 1987-1, A RESOLUTION RECOGNIZING ALAN MC MAHAN FOR DISTINGUISHED SERVICE AS PRESIDENT OF THE BOARD OF LIBRARY TRUSTEES, ALLEN COUNTY PUBLIC LIBRARY. The motion for adoption of the resolution carried. The resolution is appended to and made a part of these minutes.

Mrs. Riley moved the adoption of Resolution No. 1987-2, A RESOLUTION RECOGNIZING JAMES V. GANAWAY, JR. FOR HIS CONTRIBUTIONS AND SERVICE AS A MEMBER OF THE BOARD OF LIBRARY TRUSTEES, ALLEN COUNTY PUBLIC LIBRARY. The motion carried, and the resolution so adopted is appended to and made a part of these minutes.

Mr. Coleman moved the adoption of Resolution No. 1987-3, A RESOLUTION RECOGNIZING M. PATRICIA BEERS FOR HER CONTRIBUTIONS AND DEDICATED SERVICE AS A MEMBER OF THE BOARD OF LIBRARY TRUSTEES, ALLEN COUNTY PUBLIC LIBRARY. The motion for adoption carried, and the resolution is appended to and made a part of these minutes.

Mrs. Riley moved the adoption of Resolution No. 1987-4, A RESOLUTION RECOGNIZING SHELDON B. KAYE FOR SERVICE TO THE ALLEN COUNTY PUBLIC LIBRARY. The motion carried, and the resolution so adopted is appended to and made a part of these minutes.

Mr. McMahan arrived at 3:35 p.m.

Mr. McMahan moved the adoption of Resolution No. 1987-5, A RESOLUTION ESTABLISHING A POLICY ON LIBRARY RECORDS. The motion for adoption carried. The resolution so adopted is appended to and made a part of these minutes.

Mrs. Riley moved the adoption of A FUND TRANSFER RESOLUTION, No. 1987-6. The motion carried, and the resolution so adopted is appended to and made a part of these minutes.

Mr. McMahan moved that the Reverend George R. Mather be reappointed to the Board of Trustees of the Allen County Public Library Foundation for a three year term, ending December 31, 1989. The motion carried.

Mr. Krull certified that the following bills were true and correct and supported by appropriate documentation to the best of his knowledge and belief:

Manual Checks - January 1 through January 22		$390,627.07
Payrolls: December 26, 1986		118,232.42
January 9, 1987		120,649.60
January 23, 1987		119,776.65
	TOTAL	$749,285.74

Then, on motion of Mr. McMahan, the bills were approved for payment.

There being no further business to come before the board, the meeting was adjourned at 3:45 p.m.

Lu Ann Beaman

Lu Ann Beaman, President

Patricia E. Riley

Patricia Riley, Secretary

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
DECEMBER 31, 1986 RECAST

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	DECEMBER 31, 1986	DECEMBER 31, 1985
ASSETS									
CASH	$533,104	$2,052	$209,520	$1,722,394	$3,121			$2,470,191	$414,301
CASH WITH FISCAL AGENT			1,510					1,510	2,578
INVESTMENTS (COST/AMORT COST)				1,100,000				1,100,000	650,000
NET ACCOUNTS RECEIVABLE:									
TAXES								0	0
ACCRUED INTEREST				24,878				24,878	3,709
DUE FROM OTHER GOVERNMENTS	78,148							78,148	23,247
PREPAID EXPENDITURES	68,924							68,924	52,812
FIXED ASSETS:									
LAND						1,427,900		1,427,900	1,427,900
BUILDINGS						7,782,545		7,782,545	7,782,545
ACCUMULATED DEPRECIATION						(2,636,834)		(2,636,834)	(2,442,545)
FURNITURE & EQUIPMENT						3,481,938		3,481,938	3,125,430
ACCUMULATED DEPRECIATION						(2,842,896)		(2,842,896)	(2,751,818)
AVAILABLE IN DEBT SERVICE FUND							211,030	211,030	201,909
AMOUNT TO BE PROVIDED FOR RETIREMENT OF GENERAL L/T DEBT							4,263,970	4,263,970	1,613,091
TOTAL ASSETS	$680,176	$2,052	$211,030	$2,847,272	$3,121	$7,212,653	$4,475,000	$15,431,304	$10,103,159
LIABILITIES & FUND EQUITY									
LIABILITIES:									
ACCOUNTS PAYABLE	$275,000			$223,550				498,550	$275,000
CONTRACTS PAYABLE	25,000			458,335				483,335	50,000
ACCRUED WAGES	92,933							92,933	71,432
UNREMITTED WITHHOLDINGS	60,177							60,177	48,045
MATURED BONDS PAYABLE			145,000					145,000	135,000
MATURED INTEREST PAYABLE			127,554					127,554	43,698
GEN OBLIGATION BONDS PAYABLE							4,475,000	4,475,000	1,815,000
TOTAL LIABILITIES	453,110	0	272,554	681,885	0	0	4,475,000	5,882,549	2,438,175
FUND EQUITY:									
INVESTMENT IN GEN FIXED ASSETS						7,212,653		7,212,653	7,141,512
FUND BALANCES:									
RESERVED FOR ENCUMBRANCES	194,000			1,136,387				1,330,387	300,000
UNRESERVED:									
DESIGNATED FOR DEBT SERVICE								0	0
UNDESIGNATED	33,066	2,052	(61,524)	1,029,000	3,121			1,005,715	223,472
TOTAL FUND EQUITY	227,066	2,052	(61,524)	2,165,387	3,121	7,212,653	0	9,548,755	7,664,984
TOTAL LIABILITIES &FUND EQUITY	$680,176	$2,052	$211,030	$2,847,272	$3,121	$7,212,653	$4,475,000	$15,431,304	$10,103,159

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

FS#015
12-Jan-87

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ALLEN COUNTY PUBLIC LIBRARY
STATEMENT OF RECEIPTS, EXPENDITURES AND OTHER CHANGES IN FUND BALANCE
1 DECEMBER 1986 THROUGH 31 DECEMBER 1986

	GENERAL FUND	CHANGE FUND	PETTY CASH	BOND REDEMPTION	LIRF FUND	AUTOMATION PROJECT	CALMERTON FUND	GIFT FUND	LSCA OF GRANTS	LSCA MURL GRANT	LSCA RB GRANT	"MEMORANDUM ONLY" TOTAL
OPERATING REVENUE:												
LOCAL TAX REVENUES.....	1,743,859.13			114,626.01								1,858,485.14
PHOTOCOPYING FEES.....	7,987.64											7,987.64
EXTENDED USE FEES.....	10,389.55											10,389.55
GRANTS.....									12,643.50			12,643.50
PARKING REVENUE.....	9,737.59											9,737.59
RENTAL INCOME.....	800.00											800.00
GIFTS.....	3.00							20.00				23.00
INTEREST INCOME.....	1,857.00					34,025.52	41.02					35,923.54
BOND SALE PROCEEDS.....												0.00
INTERGOVERNMENTAL REVENUE..												0.00
OTHER INCOME.....	11,403.70											11,403.70
INTERFUND TRANSFERS IN.....	3,586.00	2,898.00	31.25	49,894.56	100,000.00							156,409.81
TEMPORARY LOANS.....	18,994.00											18,994.00
VOID CHECKS.....	7,948.74				3,445.28							11,394.02
ADJUSTMENTS.....	4,151.93					788.74						4,940.67
INVESTMENTS.....												0.00
TOTAL OPERATING RECEIPTS.....	1,820,718.28	2,898.00	31.25	164,520.57	103,445.28	34,814.26	41.02	20.00	12,643.50	0.00	0.00	2,139,132.16
OPERATING EXPENDITURES:												
COMPENSATION.....	227,561.06								4,151.88			231,712.94
BENEFITS.....	35,040.74											35,040.74
SUPPLIES.....	29,286.25				6,595.06							35,881.31
PROFESSIONAL SERVICES.....	6,793.09				1,226.81	3,923.88						11,943.78
COMMUNICATIONS.....	22,671.05					56.40						22,727.45
INSURANCE.....	71.00											71.00
UTILITIES.....	31,192.07											31,192.07
REPAIR & MAINTENANCE.....	16,950.03				32,559.80							49,509.83
RENTAL & LEASING.....	3,920.87											3,920.87
DEBT SERVICE.....												0.00
INTEREST	7,493.85											7,493.85
COMPUTER SERVICES.....	9,046.03											9,046.03
OTHER EXPENDITURES.....	1,419.21											1,419.21
LAND & BUILDINGS.....												0.00
FURNITURE & EQUIPMENT.....	20,412.27				72,983.98	79,707.00						173,103.25
BOOKS.....	81,890.98							61.45				81,952.43
PERIODICALS.....	108,923.63											108,923.63
NONPRINT MATERIALS.....	5,383.35				66.00	12,600.00						18,049.35
TEMPORARY LOAN PAYMENTS....	661,000.00											661,000.00
INTERFUND TRANSFERS OUT....	152,792.56	3,586.00										156,378.56
VOID CHECKS/REFUNDS.....	7,976.69		10.00									7,986.69
ADJUSTMENTS.....	0.30											0.30
TOTAL OPERATING EXPENDITURES..	1,429,825.03	3,586.00	10.00	0.00	113,431.65	96,287.28	0.00	61.45	4,151.88	0.00	0.00	1,647,353.29
EXCESS (DEFICIENCY) OF INCOME OVER EXPENDITURES.....	390,893.25	(688.00)	21.25	164,520.57	(9,986.37)	(61,473.02)	41.02	(41.45)	8,491.62	0.00	0.00	491,778.87
FUND BALANCE AT THE BEGINNING OF THE PERIOD.....	141,035.46	1,776.75	1,265.25	45,000.00	45,176.36	2,848,677.55	3,079.50	2,093.48	(9,691.75)	0.00	0.00	3,078,412.60
FUND BALANCE AT THE END OF THE PERIOD....	531,928.71	1,088.75	1,286.50	209,520.57	35,189.99	2,787,204.53	3,120.52	2,052.03	(1,200.13)	0.00	0.00	3,570,191.47

FS0016
14-Jan-87

ALLEN COUNTY PUBLIC LIBRARY
STATEMENT OF RECEIPTS, EXPENDITURES AND OTHER CHANGES IN FUND BALANCE
1 JANUARY 1986 THROUGH 31 DECEMBER 1986

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	GENERAL FUND	CHANGE FUND	PETTY CASH	BOND REDEMPTION	LIRF FUND	AUTOMATION PROJECT	CALMERTON FUND	GIFT FUND	LSCA OF GRANTS	LSCA MURL GRANT	LSCA RB GRANT	"MEMORANDUM ONLY" TOTAL
OPERATING REVENUE:												
LOCAL TAX REVENUES.....	5,621,296.29			376,511.51								5,997,807.80
PHOTOCOPYING FEES.....	107,939.51											107,939.51
EXTENDED USE FEES.....	106,567.76											106,567.76
GRANTS.....	3,000.00								38,961.50	10,925.00	4,627.00	57,513.50
PARKING REVENUE.....	114,551.72											114,551.72
RENTAL INCOME.....	17,391.78											17,391.78
GIFTS.....	501.55							1,966.93				2,468.48
INTEREST INCOME.....	32,144.30					48,989.01	159.59					81,292.90
BOND SALE PROCEEDS.....						2,883,714.46						2,883,714.46
INTERGOVERNMENTAL REVENUE..	46,507.27											46,507.27
OTHER INCOME.....	54,096.35											54,096.35
INTERFUND TRANSFERS IN.....	425,744.76	46,755.00	784.65	93,106.12	276,927.98				0.04			843,318.55
TEMPORARY LOANS.....	1,342,994.00											1,342,994.00
VOID CHECKS.....	23,736.11				3,445.28							27,181.39
ADJUSTMENTS.....	35,800.71		82.00			788.74						36,751.45
INVESTMENTS.....	350,000.00											350,000.00
TOTAL OPERATING RECEIPTS.....	8,282,352.11	46,755.00	866.65	469,617.63	280,373.26	2,933,492.21	159.59	1,966.93	38,961.54	10,925.00	4,627.00	12,070,096.92
OPERATING EXPENDITURES:												
COMPENSATION.....	3,009,976.46								35,522.26			3,045,498.72
BENEFITS.....	433,314.14											433,314.14
SUPPLIES.....	311,975.23		35.53		6,595.06	16.65		191.37				318,813.84
PROFESSIONAL SERVICES.....	99,548.65		5.00		2,933.51	52,823.92						155,311.08
COMMUNICATIONS.....	162,306.42		47.43			1,140.11						163,493.96
INSURANCE.....	96,476.15											96,476.15
UTILITIES.....	375,473.34								1,324.66			376,798.00
REPAIR & MAINTENANCE.....	205,746.16		10.00		51,254.17							257,010.33
RENTAL & LEASING.....	36,221.15											36,221.15
DEBT SERVICE.....				284,407.50								284,407.50
INTEREST	12,536.88			84,492.50								97,029.38
COMPUTER SERVICES.....	95,491.87											95,491.87
OTHER EXPENDITURES.....	48,366.98											48,366.98
LAND & BUILDINGS.....												0.00
FURNITURE & EQUIPMENT.....	192,465.97				84,334.53	79,707.00						356,507.50
BOOKS.....	883,526.91							2,279.54		9,919.64	4,627.00	900,353.09
PERIODICALS.....	207,224.27											207,224.27
NONPRINT MATERIALS.....	140,208.44				66.00	12,600.00				1,005.36		153,879.80
TEMPORARY LOAN PAYMENTS....	1,343,000.00											1,343,000.00
INTERFUND TRANSFERS OUT....	767,408.68	47,309.25	127.14	93,106.12	276,927.98			153.43				1,185,032.60
VOID CHECKS/REFUNDS.....	3,179.52		225.00									3,404.52
ADJUSTMENTS.....	1,666.34		278.30						4,627.00			6,571.64
TOTAL OPERATING EXPENDITURES..	8,426,113.56	47,309.25	728.40	462,006.12	422,111.25	146,287.68	0.00	2,624.34	41,473.92	10,925.00	4,627.00	9,564,206.52
EXCESS (DEFICIENCY) OF INCOME OVER EXPENDITURES.....	(143,761.45)	(554.25)	138.25	7,611.51	(141,737.99)	2,787,204.53	159.59	(657.41)	(2,512.38)	0.00	0.00	2,505,890.40
FUND BALANCE AT THE BEGINNING OF THE PERIOD.....	675,690.16	1,643.00	1,148.25	201,909.06	176,927.98	0.00	2,960.93	2,709.44	1,312.25	0.00	0.00	1,064,301.07
FUND BALANCE AT THE END OF THE PERIOD.....	531,928.71	1,088.75	1,286.50	209,520.57	35,189.99	2,787,204.53	3,120.52	2,052.03	(1,200.13)	0.00	0.00	3,570,191.47

19-Jan-87
FS#041

ALLEN COUNTY PUBLIC LIBRARY-GENERAL FUND
STATEMENT OF EXPENDITURES-1986
CASH BASIS

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S/A	EXPENDITURE CATEGORY	BUDGET	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	%TOTAL	V% 1985	YTD %BUDG	BALANCE
110	COMPENSATION	2,990,199	214,205.89	214,867.45	216,827.28	217,372.15	337,682.01	249,751.93	255,001.45	255,293.09	233,531.34	340,772.13	223,936.82	226,392.20	2,985,633.74	47.6	10.6	99.8	4,565
120	BENEFITS	433,314	23,928.78	30,196.22	27,610.92	50,632.18	27,287.59	37,980.65	59,344.04	30,990.34	29,336.84	53,074.77	27,891.08	35,040.74	433,314.15	6.9	(1.6)	100.0	0
	PERSONAL SERVICES	3,423,513	238,134.67	245,063.67	244,438.20	268,004.33	364,969.60	287,732.58	314,345.49	286,283.43	262,868.18	393,846.90	251,827.90	261,432.94	3,418,947.89	54.5	8.9	99.9	4,565
210	OFFICE SUPPLIES	65,944	2,333.05	7,357.93	2,058.41	3,622.00	5,724.90	5,516.72	4,175.64	1,365.22	9,409.30	12,412.68	5,283.14	6,684.79	65,943.78	1.1	34.2	100.0	0
220	OPERATING SUPPLIES	204,733	10,767.30	22,202.49	10,813.77	19,460.63	14,529.96	21,413.46	23,404.92	16,081.76	15,262.55	4,126.64	30,122.28	16,547.41	204,733.17	3.3	35.4	100.0	0
230	MAINTENANCE SUPPLIES	41,251	1,839.73	2,264.15	1,233.07	3,218.78	2,642.68	4,976.73	2,189.50	3,409.42	1,736.82	9,169.35	2,517.05	6,054.05	41,251.33	0.7	31.4	100.0	0
	SUPPLIES	311,928	14,940.08	31,824.57	14,105.25	26,301.41	22,897.54	31,906.91	29,770.06	20,856.40	26,408.67	25,708.67	37,922.47	29,286.25	311,928.28	5.0	34.6	100.0	0
310	PROFESSIONAL SERVICES	95,854	9,066.26	5,990.65	14,467.41	4,654.30	6,913.34	4,674.34	9,733.08	4,704.86	8,962.26	10,947.12	8,947.01	6,793.09	95,853.72	1.5	23.7	100.0	0
320	COMMUNICATIONS	153,470	10,283.65	9,932.50	11,778.10	12,107.67	12,859.65	11,050.07	14,651.77	9,968.08	12,860.72	13,606.73	12,232.61	22,238.60	153,470.15	2.4	21.2	100.0	0
330	ADVERTISING	8,042	192.75	602.10	296.40	961.50	882.25	427.00	196.73	498.05	502.06	344.44	2,706.07	432.45	8,041.74	0.1	37.8	100.0	0
340	INSURANCE	96,476	67.00	0.00	0.00	1,200.00	441.00	126.00	1,106.00	0.00	1,230.00	92,154.15	81.00	71.00	96,476.15	1.5	30.5	100.0	0
350	UTILITIES	375,448	32,653.03	45,812.23	34,905.38	34,244.84	29,802.28	29,005.42	28,041.76	25,426.41	26,099.72	27,823.59	30,441.61	31,192.07	375,448.34	6.0	9.5	100.0	0
361	BUILDING MAINTENANCE	105,924	1,301.52	6,445.77	4,652.76	5,261.43	4,812.37	13,238.94	10,508.72	14,879.80	11,735.97	17,726.86	8,057.39	7,302.18	105,923.71	1.7	(17.7)	100.0	0
362	EQUIPMENT REPAIR	42,675	2,567.81	3,401.84	2,772.06	2,436.78	3,477.34	5,154.98	4,483.82	3,150.06	2,771.08	3,989.38	5,774.02	2,676.85	42,676.02	0.7	(1.3)	100.0	0
363	SERVICE ON CONTRACT	46,084	3,034.17	2,133.79	3,579.11	3,999.22	3,078.12	3,533.14	5,219.57	4,035.73	4,237.10	3,352.24	2,930.34	6,951.00	46,083.53	0.7	(5.3)	100.0	0
370	RENTAL & LEASING	36,221	3,395.85	2,095.19	3,019.07	3,159.53	2,829.45	3,019.92	2,074.63	4,212.08	2,983.75	2,913.19	2,592.62	3,920.87	36,221.15	0.6	110.5	100.0	0
380	DEBT SERVICE	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0			0
391	DUES & MEMBERSHIPS	5,359	185.00	20.00	185.00	0.00	0.00	0.00	240.00	45.00	5.00	170.00	4,508.97	0.00	5,358.97	0.1	(7.2)	100.0	0
392	INTEREST EXPENSE	12,537	0.00	0.00	0.00	0.00	5,043.03	0.00	0.00	0.00	0.00	0.00	0.00	7,493.85	12,536.88	0.2	72.6	100.0	0
394	LIRF TRANSFER	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.0			0
395	BINDERY SERVICES	35,386	1,369.06	2,712.99	3,621.78	2,699.03	2,236.37	3,579.42	2,741.63	3,665.79	5,092.29	4,889.98	1,602.35	1,175.56	35,386.25	0.6	15.3	100.0	0
396	COMPUTER SERVICES	95,517	7,659.21	8,784.07	7,755.78	6,625.44	8,108.85	10,479.39	8,421.26	10,063.25	7,035.65	6,067.14	5,470.80	9,046.03	95,516.87	1.5	5.6	100.0	0
397	PHOTOGRAPHIC SERVICES	3,853	17.20	328.33	243.45	0.00	194.91	508.96	61.80	697.70	736.31	532.60	287.67	243.65	3,852.58	0.1	(38.5)	100.0	0
398	TAX EXPENSE	2,646	0.00	0.00	0.00	1,322.86	0.00	0.00	0.00	0.00	0.00	0.00	1,322.86	0.00	2,645.72	0.0	(1.6)	100.0	0
	OTHER SERVICES & CHARGES	1,115,492	71,792.51	88,259.46	87,276.30	78,672.60	80,678.96	84,797.58	87,480.77	81,246.81	84,251.85	184,522.42	86,955.32	99,557.20	1,115,491.78	17.8	10.7	100.0	0
440	FURNITURE & EQUIPMENT	192,466	23,295.65	770.35	0.00	11,052.53	3,350.00	24,628.37	23,167.10	11,378.05	26,549.77	9,882.68	37,979.20	20,412.27	192,465.97	3.1	22.2	100.0	0
441	LAND & BUILDINGS	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.0			0
451	BOOKS	883,385	24,096.00	70,550.83	59,386.23	80,314.30	66,119.72	68,254.24	67,548.93	77,071.39	94,802.64	54,827.91	138,521.53	81,890.98	883,384.70	14.1	9.1	100.0	0
452	PERIODICALS	207,178	7,739.26	7,458.74	6,059.13	17,909.80	10,212.46	7,500.93	4,709.01	12,268.17	1,709.64	13,785.64	8,901.86	108,923.63	207,178.27	3.3	22.9	100.0	0
453	NONPRINT MATERIALS	139,712	2,775.47	6,232.66	4,968.06	11,274.66	18,797.96	11,027.02	13,325.95	10,229.96	7,665.35	18,344.59	29,686.78	5,383.35	139,711.81	2.2	14.7	100.0	0
450	LIBRARY MATERIALS	1,230,275	34,610.73	84,242.23	70,413.42	109,498.76	95,130.14	86,782.19	85,583.89	99,569.52	104,177.63	86,958.14	177,110.17	196,197.96	1,230,274.78	19.6	11.8	100.0	0
	CAPITAL OUTLAYS	1,422,741	57,906.38	85,012.58	70,413.42	120,551.29	98,480.14	111,410.56	108,750.99	110,947.57	130,727.40	96,840.82	215,089.37	216,610.23	1,422,740.75	22.7	13.1	100.0	0
	TOTAL FUND EXPENDITURES	6,273,674	382,773.64	450,160.28	416,233.17	493,529.63	567,026.24	515,847.63	540,347.31	499,334.21	504,256.10	700,918.81	591,795.06	606,886.62	6,269,108.70	100.0	11.2	99.9	4,565
	PERCENT OF TOTAL BY MONTH		6.10%	7.18%	6.63%	7.87%	9.04%	8.22%	8.61%	7.96%	8.04%	11.17%	9.43%	9.67%	99.93%				

FS#160 ALL FUNDS-CASH BASIS ALLEN COUNTY PUBLIC LIBRARY COPIES: 27 14-Jan-8

REVENUE SUMMARY--1986

G/L# S/A#	DESCRIPTION	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	YEAR-TO-DATE	YTD%	V% 1985
10 5101	BOND FUND-AUTO EXCISE TAX	0.00	0.00	0.00	5,000.00	5,000.00	4,944.86	0.00	0.00	20,000.00	0.00	0.00	10,603.98	45,548.84	0.48	6.90
10 5102	BOND LEVY-PROPERTY TAX	0.00	0.00	0.00	15,000.00	85,000.00	67,252.74	0.00	0.00	0.00	11,500.00	45,000.00	101,872.65	324,625.39	3.43	(0.25)
10 5103	BOND FUND-INTANGIBLES TAX	0.00	0.00	0.00	0.00	0.00	3,187.90	0.00	0.00	0.00	0.00	0.00	2,949.38	6,137.28	0.06	11.13
	BOND FUND-TOTAL	0.00	0.00	0.00	20,000.00	90,000.00	75,385.50	0.00	0.00	20,000.00	11,500.00	45,000.00	114,626.01	376,511.51	3.98	0.91
10 5105	GENERAL FUND-AUTO EXCISE TAX	0.00	0.00	0.00	55,000.00	90,000.00	78,153.78	0.00	0.00	280,000.00	0.00	0.00	176,972.72	680,126.50	7.19	17.15
10 5106	GENERAL FUND LEVY-PROPERTY TAX	0.00	0.00	0.00	225,000.00	1,235,000.00	1,036,682.10	0.00	0.00	0.00	175,000.00	655,000.00	1,522,846.67	4,849,528.77	51.24	9.51
10 5107	GENERAL FUND-INTANGIBLES TAX	0.00	0.00	0.00	0.00	0.00	47,601.28	0.00	0.00	0.00	0.00	0.00	44,039.74	91,641.02	0.97	21.78
	GENERAL FUND-TOTAL	0.00	0.00	0.00	280,000.00	1,325,000.00	1,162,437.16	0.00	0.00	280,000.00	175,000.00	655,000.00	1,743,859.13	5,621,296.29	59.39	10.57
	LOCAL TAX REVENUES	0.00	0.00	0.00	300,000.00	1,415,000.00	1,237,822.66	0.00	0.00	300,000.00	186,500.00	700,000.00	1,858,485.14	5,997,807.80	63.37	9.91
11 5111	PHOTOCOPYING FEES	8,722.27	7,909.47	10,116.50	10,341.09	9,244.83	8,443.54	8,322.26	7,925.99	8,482.01	10,438.61	10,005.30	7,987.64	107,939.51	1.14	13.13
12 5121	EXTENDED USE FEES	10,298.99	7,609.24	8,951.53	9,634.30	9,959.05	8,717.27	8,745.39	7,805.59	8,160.34	7,805.22	8,399.69	10,389.55	106,476.16	1.12	6.26
13 5131	GRANTS	3,061.00	2,722.00	3,520.00	3,219.00	15,552.00	5,282.00	6,887.00	0.00	0.00	0.00	0.00	12,643.50	52,886.50	0.56	(64.69)
14 5141	PARKING-239 W. WAYNE	4,500.00	4,500.00	4,500.00	4,500.00	5,594.18	4,457.07	4,500.00	5,000.00	4,500.00	4,500.00	4,500.00	4,500.00	55,551.25	0.59	4.82
14 5142	PARKING-904 S. HARRISON	4,500.00	4,500.00	4,500.00	4,500.00	4,370.93	4,500.00	4,500.00	5,000.00	4,500.00	4,500.00	4,500.00	4,500.00	54,370.93	0.57	10.01
14 5143	PARKING-236 W. WASHINGTON	156.88	166.67	117.14	521.12	398.75	166.67	143.93	165.95	166.67	156.63	536.39	152.86	2,849.66	0.03	(50.43)
14 5144	PARKING-226 W. JEFFERSON	0.00	0.00	0.00	0.00	0.00	0.00	95.15	0.00	0.00	0.00	0.00	484.73	579.88	0.01	8.35
14 5145	PARKING-OTHER	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00	0.01	500.00
	TOTAL PARKING REVENUES	9,256.88	9,266.67	9,217.14	9,621.12	10,463.86	9,223.74	9,339.08	10,265.95	9,266.67	9,256.63	9,636.39	9,737.59	114,551.72	1.21	5.19
15 5151	RENT---TRI-ALSA	852.22	782.70	907.98	864.90	905.69	844.55	803.74	776.74	798.50	147.16	242.60	0.00	7,946.78	0.08	(27.72)
15 5152	RENT---SERVICE CENTER	475.00	800.00	800.00	800.00	800.00	800.00	800.00	800.00	1,600.00	800.00	0.00	800.00	9,275.00	0.10	(0.37)
15 5153	RENT---OTHER	10.00	20.00	10.00	30.00	30.00	30.00	10.00	10.00	0.00	10.00	10.00	0.00	170.00	0.00	(86.65)
	TOTAL RENT	1,337.22	1,602.70	1,717.98	1,714.90	1,735.69	1,674.55	1,613.74	1,586.74	2,398.50	957.16	252.60	800.00	17,391.78	0.18	(19.16)
16 5161	GIFTS-UNRESTRICTED	15.93	17.30	0.00	0.00	420.50	25.05	35.00	0.00	0.00	18.00	0.00	3.00	534.78	0.01	143.19
16 5163	GIFTS-RESTRICTED	125.00	244.70	30.20	58.00	37.00	236.60	45.00	425.20	95.00	407.40	209.60	20.00	1,933.70	0.02	(22.48)
	TOTAL GIFTS	140.93	262.00	30.20	58.00	457.50	261.65	80.00	425.20	95.00	425.40	209.60	23.00	2,468.48	0.03	(9.05)
17 5171	INTEREST	9,734.68	2,620.75	747.30	577.14	2,414.66	3,355.35	6,422.18	60.84	12,932.50	6,453.08	50.88	35,923.54	81,292.90	0.86	57.98
18 5181	SUBSCRIPTION CARDS	140.00	180.00	160.00	240.00	200.00	120.00	60.00	140.00	160.00	178.50	240.00	160.00	1,978.50	0.02	7.15
19 5191	CABLE FRANCHISE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,816.40	7,816.40	0.08	(82.42)
19 5192	EMPLOYMENT ASSISTANCE FUNDS	0.00	0.00	0.00	0.00	0.00	2,000.00	1,775.00	3,034.47	3,212.00	0.00	0.00	0.00	10,021.47	0.11	599.93
19 5193	MILEAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.90	0.00	0.00	55.00	69.90	0.00	(80.79)
19 5194	ACPL PUBLICATIONS	182.00	52.00	97.65	32.00	30.10	40.00	46.00	30.00	37.00	19.45	32.25	49.25	647.70	0.01	22.23
19 5195	RESEARCH SERVICES REVENUE	303.60	602.20	523.85	449.10	482.65	343.96	521.95	405.49	530.01	547.10	391.88	329.47	5,431.26	0.06	16.57
19 5196	EQUIPMENT DAMAGES PAYMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(100.00)
19 5197	PAY PHONE COMMISSSIONS	57.84	47.01	43.47	58.87	36.27	20.88	54.74	17.43	29.06	37.53	9.63	29.14	441.87	0.00	2.06
19 5198	LOST/DAMAGED MATERIALS	659.24	514.60	1,169.64	836.40	592.00	773.44	1,108.53	1,168.70	985.49	726.50	787.73	732.36	10,054.67	0.11	33.93
19 5199	REFUNDS	47.40	123.76	1.31	239.83	854.59	412.84	85.16	128.32	505.27	650.54	250.94	2,172.78	5,472.74	0.06	(0.23)
19 5201	INTERGOVERNMENTAL REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	46,507.27	0.00	0.00	0.00	0.00	46,507.27	0.49	(10.04)
19 5202	BOND SALE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,883,714.46	0.00	0.00	0.00	0.00	2,883,714.46	30.47	
19 5205	INSURANCE CLAIMS	0.00	0.00	0.00	0.00	1,416.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,416.00	0.01	54.25
19 5300	OTHER INCOME/REVENUE	91.90	430.74	1,945.99	727.98	78.90	328.63	382.08	4,515.25	1,549.29	295.09	300.70	59.30	10,705.85	0.11	23.37
	TOTAL OTHER INCOME	1,481.98	1,950.31	3,941.91	2,584.18	3,690.51	4,039.75	4,033.46	2,939,661.39	7,023.02	2,454.71	2,013.17	11,403.70	2,984,278.09	31.53	2,257.64
	NON-TAX TOTALS	44,033.95	33,943.14	38,242.56	37,749.73	53,518.10	40,997.85	45,443.11	2,967,731.70	48,358.04	37,790.81	30,567.63	88,908.52	3,467,285.14	36.63	426.68
	TOTAL INCOME	44,033.95	33,943.14	38,242.56	337,749.73	1,468,518.10	1,278,820.51	45,443.11	2,967,731.70	348,358.04	224,290.81	730,567.63	1,947,393.66	9,465,092.94	100.00	54.77
	PERCENT OF TOTAL BY MONTH	0.47%	0.36%	0.40%	3.57%	15.52%	13.51%	0.48%	31.35%	3.68%	2.37%	7.72%	20.57%	100.00%		

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

RESOLUTION RECOGNIZING ALAN MC MAHAN FOR DISTINGUISHED SERVICE AS PRESIDENT OF THE BOARD OF LIBRARY TRUSTEES, ALLEN COUNTY PUBLIC LIBRARY	))))	No. 1987-1

WHEREAS, Alan McMahan has served with skill and distinction as president of the board of trustees of the Allen County Public Library during 1986, and

WHEREAS, his strong leadership has guided the library through a challenging period of change, which included the hiring of a new director, now, therefore,

BE IT RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that this board does hereby express its thanks and appreciation to Alan McMahan for his strong and dedicated leadership of the library and for his commitment to the high standards of community service on which the library has founded its reputation.

Adopted by the Board of Library Trustees and signed this 22nd day of January, 1987.

Charles E. Coleman

C. Shirley Andorfer

Lu Ann Fraser

Patricia E. Riley

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

RESOLUTION RECOGNIZING JAMES V. GANAWAY, JR. FOR HIS CONTRIBUTIONS AND SERVICE AS A MEMBER OF THE BOARD OF LIBRARY TRUSTEES, ALLEN COUNTY PUBLIC LIBRARY	)	No. 1987-2

WHEREAS, James V. Ganaway, Jr. has served as a member of the board of trustees of the Allen County Public Library for four years, and

WHEREAS, through his service he has contributed to the advancement and growth of the library and to the betterment of the community, now, therefore,

BE IT RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that this board does hereby thank and officially recognize James V. Ganaway, Jr. for his service and contributions to the library and the community during his term of office on the library board, January 1, 1983 through December 31, 1986.

Adopted by the Board of Library Trustees and signed this 22nd day of January, 1987.

Charles E. Coleman

Dean McMahan

C. Craig Anderson

Patricia E. Riley

Sylvia Freeman

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

RESOLUTION RECOGNIZING M. PATRICIA BEERS) FOR HER CONTRIBUTIONS AND DEDICATED SERVICE) AS A MEMBER OF THE BOARD OF LIBRARY TRUSTEES,) ALLEN COUNTY PUBLIC LIBRARY)	No. 1987-3

WHEREAS, M. Patricia Beers has served the Allen County Public Library as a member of the board of trustees for seven years, and

WHEREAS, through her service she has contributed to the advancement and growth of the library and to the betterment of the community, now, therefore,

BE IT RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that this board does hereby thank and officially recognize M. Patricia Beers for her service and contributions to the library and the community during her terms of office on the library board, January 1, 1980 through December 31, 1986.

Adopted by the Board of Library Trustees and signed this 22nd day of January, 1987.

Charles E. Coleman

Dean McMahan

C. Shirley Andrews

Patricia E. Riley

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

RESOLUTION RECOGNIZING SHELDON B. KAYE FOR)
SERVICE TO THE ALLEN COUNTY PUBLIC LIBRARY) No. 1987-4

WHEREAS, Sheldon B. Kaye has competently and capably served the Allen County Public Library as branch and bookmobile manager since May 4, 1981, and has contributed to the growth and advancement of the library, now, therefore,

BE IT RESOLVED, by the Board of Library Trustees, Allen County Public Library, that this board does hereby express its appreciation to Sheldon B. Kaye for his service to the library, and does wish him well in his new position of director of the Portland Public Library, Portland, Maine.

Adopted by the Board of Library Trustees and signed this 22nd day of January, 1987.

Charles E. Coleman

Dean McMahan

C. Shirley Anderson

Susan Lerman

Patricia E. Riley

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

RESOLUTION ESTABLISHING A POLICY)
ON LIBRARY RECORDS) No. 1987-5

BE IT RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the following policy on disclosure of library records be, and the same is hereby established, to become effective immediately upon the adoption of this resolution.

Any person may inspect and copy the public records of the Allen County Public Library during regular business hours. The Library may establish such rules and procedures as may be necessary to protect the security of the public records in its custody, and may require that a staff member be present during any inspection of records by a member of the public.

The following public records are specifically excluded from disclosure to the public, as provided for by law under IC 5-14-3, and will not be open for inspection by members of the public at any time:

(1) Personnel files of library employees and files of applicants for employment, except for:

(A) The name, compensation, job title, business address, business telephone number, job descriptions, education and training background, previous work experience, or dates of first and last employment of present or former officers or employees of the library;

(B) Information relating to the status of any formal charges against the employee; and

(C) Information concerning disciplinary actions in which final action has been taken and that resulted in the employee being disciplined or discharged.

However, all personnel file information shall be made available to the affected employee or his representative. General personnel information on all employees or for groups of employees, without individual names, may not be excepted from disclosure.

(2) Administrative or technical information that would jeopardize a record keeping or security system.

(3) Computer programs, computer codes, computer filing systems, and other software that are owned by the public agency or entrusted to it.

(4) Records specifically prepared for discussion or developed during discussion in an executive session under IC 5-14-1.5-6.

(5) The identity of a donor of a gift made to a public agency if the donor requires nondisclosure of his identity as a condition of making a gift; or after the gift is made, the donor, or the donor's family, requests nondisclosure.

(6) Library or archival records:

(A) which can be used to identify any library patron; or

(B) deposited with, or acquired by, a library upon a condition that the records be disclosed only: (i) to qualified researchers; (ii) after the passing of a period of years that is specified in the documents under which the deposit or acquisition is made; or (iii) after the death of persons specified at the time of the acquisition or deposit.

BE IT FURTHER RESOLVED, that this policy becomes effective immediately upon adoption of this resolution and that it supersedes the policy on confidentiality of library patron records and the policy on confidentiality of personnel records which were adopted June 27, 1985.

Adopted by the Board of Library Trustees and signed this 22nd day of January, 1987.

Lu Ann Beaman

Lu Ann Beaman, President

Patricia E. Riley

Patricia E. Riley, Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

FUND TRANSFER RESOLUTION)
) No. 1987-6

WHEREAS, the current cash resources of the Allen County Public Library are insufficient to meet current operating expenses of the library, and

WHEREAS, there will come into the library district on or about June 30, 1987 tax revenues for the current year sufficient to meet all budgeted expenses of the library, now, therefore

BE IT RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that:

Section 1. In anticipation of the receipt of tax revenues noted above, the sum of $63,033.39 be temporarily transferred from the General Fund to the Bond and Interest Redemption Fund;

Section 2. The sum specified in Section 1 shall be returned to the General Fund when it is needed to meet the obligations of that fund, but not later than June 30, 1987.

Adopted this 22nd day of January, 1987.

Lu Ann Beaman

Lu Ann Beaman, President

Patricia E. Riley

Patricia E. Riley, Secretary

EXECUTIVE SESSION
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
January 22, 1987
Immediately following regular board meeting

Agenda

1. Adoption of the agenda
2. Executive session to discuss matters related to personnel
3. Public session
4. Other business
5. Adjournment

EXECUTIVE SESSION

MINUTES
Board of Library Trustees
January 22, 1987
4:00 p.m.
Room 4, Main Library

Present: Mrs. Beaman, Mrs. Riley, Mr. Coleman, Mr. Andorfer, Mr. McMahan

Absent: Mrs. Gates, Mrs. Koehlinger

The Board of Library Trustees of the Allen County Public Library met in executive session to discuss the appointment and compensation of the treasurer of the library. Mrs. Beaman presided.

At 4:50 p.m., the Board reconvened in open session and Mrs. Beaman announced that no action had been taken regarding the matter under discussion. The meeting was, therefore, adjourned at 4:50 p.m.

Lu Ann Beaman
Lu Ann Beaman, President

Patricia E. Riley
Patricia Riley, Secretary

Minutes
BOARD OF FINANCE
Allen County Public Library
February 12, 1987

The Allen County Public Library Board of Finance met on Thursday, February 12, 1987 at 9:15 a.m. in the library director's office. Proposals were received from the following financial institutions to receive public funds of the Allen County Public Library:

Standard Federal Bank
Grabill Bank
Home Loan Savings Bank
Farmers and Merchants Bank
Fort Wayne National Bank
Lincoln National Bank
Citizens Bank of Whitley County
Summit Bank
Indiana National Bank
Public Service Credit Union

Mr. Coleman moved that the foregoing institutions be designated as depositories for public funds of the Allen County Public Library. The motion carried. The meeting adjourned at 9:25 a.m.

Alan McMahan

Alan McMahan, President, Board of Finance

Patricia E. Riley

Patricia E. Riley, Secretary, Board of Finance

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Thursday, February 26, 1987
3:00 p.m.
Room 4, Main Library
900 Webster Street

1. Adoption of the agenda

2. Approval of the minutes of the January 22, 1987 regular meeting, the January 22, 1987 executive session, and the January 9, 1987 and February 12, 1987 Board of Finance meetings

3. Reception of the financial report for January 1987

4. Report of the Director

5. Committee reports

6. Resolution No. 1987-7, to approve a contract with the Indiana State Library for administration of a Major Urban Resource Library (MURL) grant in the amount of $12,634

7. Approval of new Woodburn branch lease with new landlord

8. Personnel - Appointments

9. Approval of payment of bills

10. Other business

11. Adjournment

MINUTES
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
February 26, 1987
3:00 p.m.
Room 4, Main Library

Present: Mrs. Beaman, Mrs. Riley, Mr. McMahan, Mr. Coleman, Mr. Andorfer, Mrs. Gates, Mrs. Koehlinger

Absent: None

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, February 26, 1987, at 3:00 p.m. in Room 4 of the main library with Mrs. Beaman presiding.

Mr. McMahan moved the adoption of the agenda as distributed. The motion carried.

Mr. McMahan moved the approval of the minutes of the January 22, 1987 regular meeting, the January 22, 1987 executive session, and the January 9, 1987 and February 12, 1987 Board of Finance meetings. The motion carried.

Mr. Lehman presented the monthly financial report for January and, on motion of Mrs. Gates, the report was received. Mr. Krull called on Steven Fortriede to present a report on circulation and service statistics for the month of January. Mr. Krull then reported on the following matters:

Eugene Johnson has made arrangements with faculty and students at IPFW for the development of existing condition plans for the main library. These plans will be prepared under the direction of Professor Matthew Kubik by students of architectural engineering technology at IPFW. The students will prepare the drawings on the ComputerVision Computer-Aided Drafting system located on the IPFW campus. Mr. Krull noted that this project will provide the library with an up-to-date set of floor plans that may be easily updated using the university computer equipment and thanked Mr. Johnson for his initiative in arranging for this project.

S.B. 488, sponsored by Senator Thompson, which would require local legislative approval of library bond issues, failed to pass the Senate Governmental Affairs Committee at a hearing on February 24. The Committee vote on the bill ended in a 4-4 tie, and Senator Thompson reportedly may attempt to have the bill reconsidered at a later hearing. Senator Tom Wyss of District 15 has stated that he will oppose the bill. The Indiana Library Association has taken the position that the legislation is unneeded and is an outgrowth of a local problem originating in Putnam County. Further information will be provided as it becomes available.

A letter addressed to Mr. McMahan was received in January from Roy D. Hosfield, Vice President of Fort Wayne National Bank, expressing his appreciation for the library's improvements at the Monroeville branch. Mr. Krull read the letter to the board.

The library has received a $500 Challenge Grant from the National Endowment for the Humanities for the establishment of a bicentennial bookshelf. Through the efforts of Linda Fredrick of the Business and Technology department, a matching grant has been promised by the Allen County Bar Association in the amount of $500.

Mr. McMahan moved the adoption of Resolution No. 1987-7, A RESOLUTION TO APPROVE A CONTRACT WITH THE INDIANA STATE LIBRARY FOR ADMINISTRATION OF A MAJOR URBAN RESOURCE LIBRARY (MURL) GRANT IN THE AMOUNT OF $12,634. The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. McMahan moved the approval of a one year lease for the Woodburn Branch Library between the library and the new owners of the Woodburn property, Gary and Lisa Smith for $230 per month. Mr. Smith plans numerous renovations and improvements to the property in Woodburn, which will benefit the library. The motion carried.

On motion of Mrs. Gates, the following appointments were approved:

Cheryl Hackworth	Public Information Assistant Grade E, 1.0 fte, $14,865.50
Anne Stratton	Waynedale Children's Clerk Grade 3, 1.0 fte, $11,413.74
Joyce Frederick	Senior Talking Books Clerk Grade 4, 1.0 fte, $12,701.00

Mr. Krull certified that the following bills were true and correct and supported by appropriate documentation to the best of his knowledge and belief:

Manual Checks - January 23 through February 23		$232,654.62
Payrolls:	February 6, 1987	120,462.98
	February 20, 1987	118,527.67
Accounts Payable Batches:		
	February 13, 1987	115,367.47
	February 20, 1987	42,976.23
	Total	$629,988.97

Then, on motion of Mr. McMahan, the bills were approved for payment, and the signed register of bills paid ordered to be filed for audit.

Mr. Krull reported that three bids were received in response to the library's advertisement for bids on the remote computer terminal wiring project for the main library and branches. The bids were as follows:

Contractor	Base Bid	Alt. #1
Claxton Electric, Inc.	$99,936	$19,221
Schmidt Electric, Inc.	95,085	8,455
Service Electric, Inc.	151,881	18,297

The base bid included wiring to meet current terminal location requirements and "future" location requirements.

The alternate bid asked the contractors to specify the amount which could be deducted from the base bid if the library chose not to wire for the "future" locations.

The staff recommended the acceptance of a bid without the "future" locations. Further, the staff recommended the acceptance of the Claxton Electric, Inc. bid as the contractor for the wiring project.

Mr. McMahan moved the adoption of Resolution No. 1987-8, A RESOLUTION TO AWARD CONTRACT FOR REMOTE COMPUTER TERMINAL WIRING. The motion carried, and the resolution so adopted is appended to and made a part of these minutes.

There being no further business to come before the board, the meeting was declared adjourned at 3:28 p.m.

Lu Ann Beaman

Lu Ann Beaman, President

Patricia E. Riley

Patricia Riley, Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

RESOLUTION TO APPROVE A CONTRACT WITH THE INDIANA STATE LIBRARY FOR ADMINISTRATION OF A MAJOR URBAN RESOURCE LIBRARY (MURL) GRANT IN THE AMOUNT OF $12,634	)	No. 1987-7

BE IT RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana,

Section 1. That the contract with the Indiana State Library for administration of a Major Urban Resource Library (MURL) grant in the amount of $12,634 is hereby approved.

Section 2. Lu Ann Beaman, President, and Jeffrey R. Krull, Director, are hereby authorized and directed to execute this contract on behalf of the Allen County Public Library.

Adopted this 26th day of February, 1987.

Lu Ann Beaman
Lu Ann Beaman, President

Patricia E. Riley
Patricia E. Riley, Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

RESOLUTION TO AWARD CONTRACT FOR REMOTE)
COMPUTER TERMINAL WIRING) No. 1987-8

WHEREAS, bids have been received pursuant to law for the installation of remote computer terminal wiring for the main library and branches from the following qualified contractors in the amounts specified:

Contractor	Base Bid	Alt. #1
Claxton Electric, Inc.	$99,936	$19,221
Schmidt Electric, Inc.	95,085	8,455
Service Electric, Inc.	151,881	18,297

and,

WHEREAS, the Board has considered the recommendation of the staff that the bid of Claxton Electric, Inc., excluding Alternate #1 be accepted and,

WHEREAS, the Board concurs in this recommendation, now therefore,

BE IT RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that

Section 1. A contract be awarded to Claxton Electric, Inc. in the amount of $80,715 to perform the work specified;

Section 2. Lu Ann Beaman, President, and Jeffrey R. Krull, Director, are hereby authorized and directed to execute this contract on behalf of the Allen County Public Library.

Adopted this 26th day of February, 1987.

Lu Ann Beaman

Lu Ann Beaman, President

Patricia E. Riley

Patricia E. Riley, Secretary

EXECUTIVE SESSION
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
February 26, 1987
Immediately following regular board meeting

Agenda

1. Adoption of the agenda

2. Executive session to discuss matters relating to real estate

3. Public session

4. Other business

5. Adjournment

EXECUTIVE SESSION

MINUTES
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
February 26, 1987
3:40 p.m.
Room 4, Main Library

Present: Mrs. Beaman, Mrs. Riley, Mr. Coleman, Mr. Andorfer, Mr. McMahan, Mrs. Gates, Mrs. Koehlinger

Absent: None

The Board of Library Trustees of the Allen County Public Library met in executive session to discuss matters relating to real estate. Mrs. Beaman presided.

No votes or official actions were taken by the board, and the meeting adjourned at 4:42 p.m.

Lu Ann Beaman
Lu Ann Beaman, President

Patricia E. Riley
Patricia Riley, Secretary

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Thursday, March 26, 1987
3:00 p.m.
Room 4, Main Library
900 Webster Street

1. Roll call

2. Adoption of the agenda

3. Approval of the minutes of the February 26, 1987 regular meeting and executive session.

4. Reception of the financial report for February 1987

5. Report of the Director

6. Committee reports

7. Approval of application for distribution of state funds to public libraries

8. Approval of amendments to Appendix A, Schedules 1 through 14 of the CLSI contract

9. Appointment of Steven C. Fortriede as associate director and adoption of new organization chart

10. Personnel - Appointments

11. Approval of payment of bills

12. Other business

13. Adjournment

MINUTES
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
March 26, 1987
3:00 p.m.
Room 4, Main Library

Present: Mrs. Beaman, Mr. Coleman, Mrs. Gates, Mrs. Koehlinger, Mr. Andorfer, Mrs. Riley, Mr. McMahan

Absent: None

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, March 26, 1987, at 3:00 p.m. in Room 4 of the main library with Mrs. Beaman presiding.

Mrs. Koehlinger moved the adoption of the agenda as distributed and the motion carried.

Mr. Andorfer moved the approval of the minutes of the February 26, 1987 regular meeting and executive session. The motion carried.

Mr. Lehman presented the monthly financial report for February. He stated that the library's new automated accounting system is now fully functional and capable of generating all required reports. However, further experimentation will be necessary in order to develop report formats that will be most useful to the board and administration. A financial workshop will be scheduled later in the year to familiarize all board members with the new financial reporting system. On motion of Mr. Andorfer, the financial report was received.

Mr. Krull asked Mr. Fortriede to present a report on circulation and service statistics for the month of February. He reported increases over February of 1986 in the following primary service categories:

Total circulation - up 12.4 %
Reference questions answered - up 12.8%
Public Service units - up 14.2%

Hours worked by staff for the same period increased by only 4%, indicating further increases in staff productivity for the period. Mr. Krull noted that continuing increases in library use by the public are extremely encouraging but have had a cumulative effect of straining the library's human and financial resources. He commended the staff for their excellent performance and work output.

Mr. Krull then reported on the following matters:

April 7 at 2 p.m., the library's new work of art will be officially unveiled. It will be installed by the artists, Jim and Diana Thornhill Miller, on April 6. The work is entitled "Voyagers III" and will be a colorful, airy design suspended in the atrium of the main library. The library was selected as the site for this work by a selection committee

appointed by the city. The committee surveyed the public for suggestions on where to place the art, which is being created by the Millers in exchange for old Engine House No. 7, in a trade worked out with the city. The main library received the most votes from the public, more than twice the number for the second choice, the City-County Building. There will be an extensive guest list for the unveiling, including the mayor, representatives of the Nebraska Neighborhood Association, government and business leaders, and members of the library board.

Prominent author Joseph Heller will speak at the main library on April 8 at 7:30 p.m. His visit is being sponsored by the Friends of the Library. A reception for Mr. Heller is planned for 3:00 p.m. on the day of his speech. Places will be reserved for board members who will be attending the program that evening.

CLSI representatives were at the library for pre-installation training March 10-12. Selected staff members representing all areas of the library received background information on system features and operation, and made the first round of decisions that will shape the system to our needs.

A tentative installation date of April 27 has been set for Phase I of the project. Installation will take four to five weeks. Included will be central site hardware including tape loading equipment, staff terminals in main library and all branches, technical services cataloging and processing terminals (fifty total), and OCLC interface. New materials will be added to the database as soon as installation is completed.

The wiring and cabling project and installation of phone lines at all branches will be completed by April 27. Two teams are now working on this project, one in main library and one in branches. The basement and sub-basement are each being wired for banks of twenty terminals for the retrospective conversion project.

Some rearrangement of functions in the main library will occur as a result of the installation of Phase I. Circulation staff will relocate to the former talking books office. This will free space for expansion of the Children's Department into the present Circulation workroom. Technical Services will be rearranged to accommodate changes in workflow that the automation system will bring about.

Mr. McMahan moved the approval of an application for distribution of state funds to public libraries to be submitted to the Indiana State Library. The Allen County Public Library's share of the state distribution for 1987 is estimated to be $46,500. The motion carried.

Mr. McMahan moved the approval of amendments to Appendix A, Schedules 1-14 of the library's contract with CLSI, Inc., the amended portions to be so noted and inserted into the master contract on file in the office of the Director. The motion carried.

Mrs. Gates moved the appointment of Steven C. Fortriede to the position of Associate Director and the adoption of a new organization chart, which is appended to and made a part of these minutes. The motion carried.

Mr. Krull certified that the following bills were true and correct and supported by appropriate documentation to the best of his knowledge and belief:

Manual Checks - February 24 through March 25		$ 93,916.49
Payrolls:	March 6, 1987	117,442.47
	March 20, 1987	120,174.75
Accounts Payable Batches:		
	February 27, 1987	119,630.74
	March 06, 1987	70,072.58
	March 13, 1987	48,235.99
	March 20, 1987	32,239.07
	Grand Total	$601,712.09

Then, on motion of Mr. McMahan, the bills were approved for payment, and the signed register of bills paid ordered to be filed for audit.

There being no further business to come before the board, the meeting was adjourned at 3:37 p.m.

Lu Ann Beaman

Lu Ann Beaman, President

Patricia E. Riley

Patricia Riley, Secretary

FS#013

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
JANUARY 31, 1987

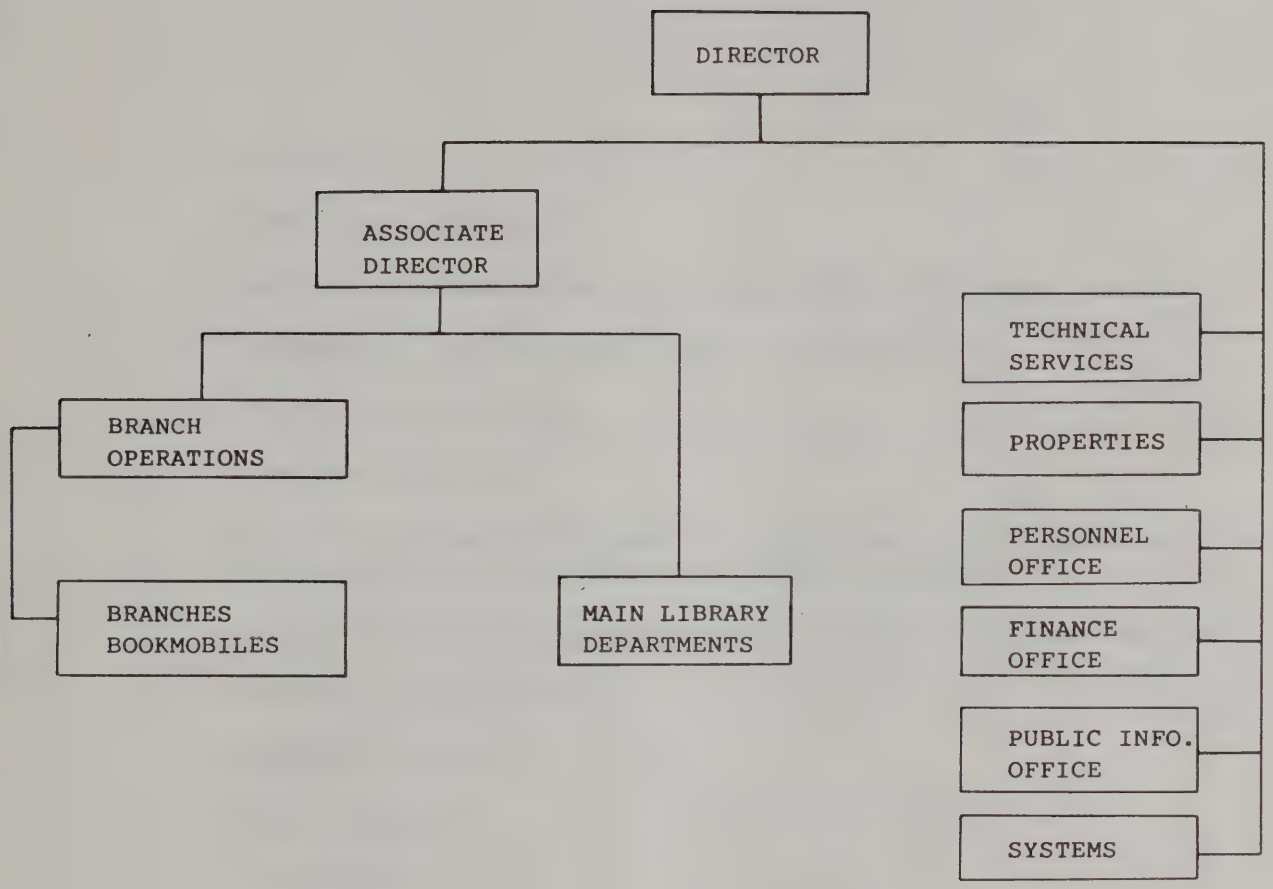
	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS (MEMORANDUM ONLY)
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	JANUARY 31 1987
ASSETS								
CASH	$58,848	$2,059	$0	$1,705,713	$3,121			$1,769,741
CASH WITH FISCAL AGENT			124,805					124,805
INVESTMENTS (COST/AMORT COST)				1,100,000				1,100,000
NET ACCOUNTS RECEIVABLE:								
TAXES								0
ACCRUED INTEREST				30,951				30,951
DUE FROM OTHER GOVERNMENTS	74,272							74,272
DUE FROM OTHER FUNDS	63,033							63,033
PREPAID EXPENDITURES	60,801							60,801
FIXED ASSETS:								
LAND						1,427,900		1,427,900
BUILDINGS						7,782,545		7,782,545
ACCUMULATED DEPRECIATION						(2,636,834)		(2,636,834)
FURNITURE & EQUIPMENT						3,481,938		3,481,938
ACCUMULATED DEPRECIATION						(2,842,896)		(2,842,896)
AVAILABLE IN DEBT SERVICE FUND							124,805	124,805
AMOUNT TO BE PROVIDED FOR RETIREMENT OF GENERAL L/T DEBT							4,350,195	4,350,195
TOTAL ASSETS	$256,954	$2,059	$124,805	$2,836,664	$3,121	$7,212,653	$4,475,000	$14,911,256
LIABILITIES & FUND EQUITY								
LIABILITIES:								
ACCOUNTS PAYABLE	$40,401			$0				40,401
CONTRACTS PAYABLE	0			0				0
ACCRUED WAGES & BENEFITS	369,199							369,199
UNREMITTED WITHHOLDINGS	21,679							21,679
RECORD DEPOSITS PAYABLE	25,435							25,435
DUE TO OTHER FUNDS			63,033					63,033
MATURED BONDS PAYABLE								0
MATURED INTEREST PAYABLE								0
GEN OBLIGATION BONDS PAYABLE							4,475,000	4,475,000
TOTAL LIABILITIES	456,714	0	63,033	0	0	0	4,475,000	4,994,747
FUND EQUITY:								
INVESTMENT IN GEN FIXED ASSETS						7,212,653		7,212,653
FUND BALANCES:								
RESERVED FOR ENCUMBRANCES	104,874			407,221				512,095
UNRESERVED:								
DESIGNATED FOR DEBT SERVICE								0
UNDESIGNATED	(304,634)	2,059	61,772	2,429,443	3,121			2,191,761
TOTAL FUND EQUITY	(199,760)	2,059	61,772	2,836,664	3,121	7,212,653	0	9,916,509
TOTAL LIABILITIES &FUND EQUITY	$256,954	$2,059	$124,805	$2,836,664	$3,121	$7,212,653	$4,475,000	$14,911,256

Allen County Public Library
Combined Income Statement

General Fund Only

Description	Month to Date	Year to Date	YTD Encumbrance	Budgeted	% Used	Budget remaining
Revenue:						
Auto Excise Tax Revenues	.00	.00	.00	.00	.0%	.00
Real Property Tax Levy Revenue	.00	.00	.00	.00	.0%	.00
Intangibles Tax Revenues	.00	.00	.00	.00	.0%	.00
Photocopying Revenues	7,484.67	7,484.67	.00	10,004.00	74.8%	2,519.33
Extended Use Fees	10,349.09	10,349.09	.00	10,003.00	103.5%	(346.09)
Intergovernmental Revenues	3,876.00	3,876.00	.00	1,667.00	232.5%	(2,209.00)
Parking Revenues	9,152.67	9,152.67	.00	10,838.00	84.4%	1,685.33
Rental Income	820.00	820.00	.00	817.00	100.4%	(3.00)
Gifts & Donations	20.00	20.00	.00	417.00	4.8%	397.00
Interest Income	1,611.04	1,611.04	.00	.00	.0%	(1,611.04)
Other Reveune	4,654.86	4,654.86	.00	3,335.00	139.6%	(1,319.86)
Total Reveune	37,968.33	37,968.33	.00	37,081.00	102.4%	(887.33)
Expenses						
Total Compensation	446,751.18	446,751.18	.00	237,707.00	187.9%	(209,044.18)
Employee Benefits	63,155.34	63,155.34	.00	57,236.00	110.3%	(5,919.34)
Office Supplies	3,262.05	3,262.05	.00	4,603.00	70.9%	1,340.95
Operating Supplies	8,980.53	8,980.53	479.98	16,239.00	58.3%	6,778.49
Maintenance Supplies	498.31	498.31	.00	3,501.00	14.2%	3,002.69
Professional Services	1,892.44	1,892.44	.00	7,475.00	25.3%	5,582.56
Communication & Transportation	12,961.85	12,961.85	.00	12,505.00	103.7%	(456.85)
Printing & Advertising	254.00	254.00	.00	717.00	35.4%	463.00
Insurance	1,509.00	1,509.00	.00	.00	.0%	(1,509.00)
Utility Services	35,658.10	35,658.10	.00	42,411.00	84.1%	6,752.90
Repairs & Maintenance	6,087.37	6,087.37	34.00	25,030.00	24.5%	18,908.63
Leasing & Rentals	330.36	330.36	.00	3,874.00	8.5%	3,543.64
Miscellaneous Services	6,681.79	6,681.79	.00	5,652.00	118.2%	(1,029.79)
General Fixed Assets	11,503.60	11,503.60	.00	12,089.00	95.2%	585.40
Books	7,304.10	7,304.10	.00	76,760.00	9.5%	69,455.90
Periodicals	7,661.15	7,661.15	.00	17,505.00	43.8%	9,843.85
Non-print Materials	7,221.32	7,221.32	.00	12,089.00	59.7%	4,867.68
Total Expenses	621,712.49	621,712.49	513.98	535,393.00	116.2%	(86,833.47)

March 26, 1987



AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Thursday, April 23, 1987
3:00 p.m.
Waynedale Branch Library
2200 Lower Huntington Road

1. Roll call
2. Adoption of the agenda
3. Approval of the minutes of the March 26, 1987 regular meeting
4. Reception of the financial report for March 1987
5. Report of the Director
6. Committee reports
7. Approval of Grant of Easement to Lake Forest Garden Apartments for ingress and egress at Georgetown branch library
8. Approval of joint promotional activity with Ft. Wayne Germanfest
9. Personnel - Appointments
10. Approval of payment of bills
11. Other business
12. Adjournment

MINUTES
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
April 23, 1987
3:00 p.m.
Waynedale Branch Library

Present: Mrs. Beaman, presiding, Mr. Coleman, Mrs. Gates, Mr. Andorfer, Mrs. Riley

Absent: Mrs. Koehlinger

Mr. McMahan arrived at 3:30 p.m.

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, April 23, 1987, at 3:00 p.m. at the Waynedale branch library with Mrs. Beaman presiding.

On motion of Mrs. Gates, the agenda was adopted as distributed. On motion of Mr. Andorfer, the minutes of the March 26, 1987 regular meeting were approved.

Mr. Lehman presented the monthly financial report for March. He and Mr. Krull discussed the financial report formats and entertained questions from the board. Mr. Krull noted that the automated accounting system currently in use provides a great deal of flexibility in the design of budgetary reports. He asked the board to study the reports as presented and make any comments or suggestions for changes or additions. On motion of Mrs. Riley, the financial report was received.

Mr. Krull presented the report of the director, first calling on Mr. Fortriede to report on service and circulation statistics. He then continued with his report as follows:

> There will be a progress report by Tom Basnight to the Personnel and Compensation Committee on Wednesday, May 8, at 1:00 p.m. We are allowing four hours for the report in order to provide sufficient time for Mr. Basnight to cover all of the essential aspects of the job study process, describe progress to date, and explain what work is yet to be done. All board members are invited and encouraged to attend this important informational meeting. The pay study will have an important impact on our personnel policies and financial planning.
>
> ILA and ILTA will hold their annual meeting and awards program in Indianapolis on Friday, May 1, at the Airport Hilton. This will be a one-day meeting because the MFLA conference will be held later this year in October, also in Indianapolis. The May 1 meeting will feature Anthony Pizzo, son of ILTA president Patty Pizzo, as keynote speaker. Mr. Pizzo is the author of the screen play for the movie Hoosiers.

Installation of Phase I of the CLSI system will begin on schedule on April 27. Installation engineers will be on site for four weeks. When installation is completed, CLSI training consultants will arrive to conduct four weeks of training for library staff. Before installation takes place, we will have to hire an assistant system manager to learn system operation, start-up, shut-down, back-up, troubleshooting, minor equipment repairs, etc.

We must also prepare for increased demands of automation on Technical Services staff. Retrospective conversion and a move to CLSI's acquisitions subsystem will add significantly to Technical Services workload, in the initial stages especially. The most pressing immediate need is for backup staff for acquisitions. Illness or departure of one key staff member at this point could bring acquisitions functions to a halt. There is also a need to provide additional help to bring periodicals under control. Specific approval of additional staff will be requested under the personnel item later on the agenda.

A retirement reception will be held on April 24 for Ethel Elliott at the Monroeville branch library. Mrs. Elliott has been with the ACPL for nearly 30 years.

The first volume of PERSI is back from the bindery. Approximately 60 orders for the 1986 volume have been received. Advertisements have been placed in leading genealogical and library journals and by direct mail to larger libraries. Some journal advertising will be somewhat slow to appear because of built-in publication lag times. The PERSI project is being financed by the ACPL Foundation from their Christman Fund.

Mrs. Gates moved the approval of a grant of easement to Lake Forest Garden Apartments for ingress and egress at the Georgetown branch library. The motion carried.

Mr. McMahan moved the approval of a joint promotional activity with Fort Wayne Germanfest for the sponsorship of a special storytelling program to be held on June 10, 1987 at the library. The motion carried.

On motion of Mr. McMahan, the following personnel actions were approved:

ADDITIONS TO THE AUTHORIZED STAFFING TABLE

<u>Acquisitions Services</u>

40 hour order assistant	Grade 3	#557	1.0 fte	$11,413.74
5 hour receiving assistant	Grade 3	#554	.125 fte	$ 1,427.40

<u>Security Services</u>

20 hour lead person	Grade 3	#524	.5 fte	$ 5,706.87
7.5 hour security person	Grade 2	#523	.1875 fte	$ 1,338.75

APPOINTMENTS TO THE AUTHORIZED STAFFING TABLE

Raj Muthusamy	Grade 2	Shift leader, Circulation Services	#455	$10,617.32
Cheryl Murrary	Grade E	Floater, Operations	#581	$14,865.50
Susan Mungovan	Grade E	Librarian, Business and Technology	#303	$16,828.50
Susan Riehm	Grade E	Librarian/Ass't. Dept. Mgr., Business and Technology	#305	$19,796.40
Richard Hayes	Grade 7	Manager, Television Services	#380	$23,227.36
John Ganaway	Grade 3	Genealogical periodicals acquisitions clerk, Acquisitions Services	#556	$11,413.74
John Wright	Grade E	Supervising periodicals librarian, Business and Technology	#311	$18,580.90

Mr. Krull certified that the following bills were true and correct and supported by appropriate documentation to the best of his knowledge and belief:

Manual Checks - March 26 through April 20	$57,812.50
Gross Payrolls:	
April 3	119,561.13
April 17	119,590.94
Accounts Payable Batches:	
March 27	99,670.36
April 2	(441.06)
April 3	48,623.22
April 10	85,691.57
April 16	(5.00)
April 17	91,650.04
Accounts Payable Subtotal - $325,189.13	
Grand Total	$ 622,153.70

Then, on motion of Mr. McMahan, the bills were approved for payment, and the signed register of bills paid ordered to be filed for audit.

There being no further business to come before the board, the meeting adjourned at 3:50 p.m.

Lu Ann Beaman

Lu Ann Beaman, President

Patricia Riley

Patricia Riley, Secretary

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
FOR THE YEAR-TO-DATE AT MARCH 31, 1987

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	MARCH 31, 1987	MARCH 31, 1986
ASSETS									
CASH ON DEPOSIT	28,481.19	1,908.28		1,683,539.26	3,161.18			1,717,089.91	
CASH ON HAND	2,496.95							2,496.95	
CASH WITH FISCAL AGENT			22,170.00					22,170.00	
INVESTMENTS AT COST OR AMORTIZED COST				1,100,000.00				1,100,000.00	
TAXES DUE FROM COUNTY GOVERNMENT								0.00	
ACCRUED INTEREST				9,343.83				9,343.83	
DUE FROM OTHER GOVERNMENTS	35,803.66							35,803.66	
DUE FROM OTHER FUNDS	63,033.39							63,033.39	
PREPAID EXPENDITURES	44,555.00							44,555.00	
FIXED ASSETS:									
LAND						1,427,900.00		1,427,900.00	
BUILDINGS						7,782,545.00		7,782,545.00	
ACCUMULATED DEPRECIATION						(2,636,834.09)		(2,636,834.09)	
FURNITURE AND EQUIPMENT						3,481,938.00		3,481,938.00	
ACCUMULATED DEPRECIATION						(2,842,896.00)		(2,842,896.00)	
AVAILABLE IN DEBT SERVICE FUND							22,170.00	22,170.00	
AMOUNT TO BE PROVIDED--RETIREMENT OF L/T DEBT							4,452,830.00	4,452,830.00	
TOTAL ASSETS	174,370.19	1,908.28	22,170.00	2,792,883.09	3,161.18	7,212,652.91	4,475,000.00	14,682,145.65	0.00
LIABILITIES & FUND EQUITY									
LIABILITIES:									
ACCOUNTS PAYABLE	121,374.43			0.00				121,374.43	
TEMPORARY LOANS/FINANCING	921,000.00			0.00				921,000.00	
ACCRUED WAGES & BENEFITS	437,850.13							437,850.13	
UNREMITTED WITHHOLDINGS	24,732.17							24,732.17	
RECORD DEPOSITS PAYABLE	25,434.55							25,434.55	
DUE TO OTHER FUNDS			63,033.39					63,033.39	
MATURED BONDS PAYABLE			20,000.00					20,000.00	
MATURED INTEREST PAYABLE			2,170.00					2,170.00	
GENERAL OBLIGATION BONDS PAYABLE							4,475,000.00	4,475,000.00	
TOTAL LIABILITIES	1,530,391.28	0.00	85,203.39	0.00	0.00	0.00	4,475,000.00	6,090,594.67	0.00
FUND EQUITY:									
INVESTMENT IN GENERAL FIXED ASSETS						7,212,652.91		7,212,652.91	
FUND BALANCES:									
RESERVED FOR ENCUMBRANCES	279,037.10			2,120,569.00				2,399,606.10	
RESERVED FOR PREPAID ITEMS	44,555.00							44,555.00	
UNRESERVED:									
DESIGNATED FOR DEBT SERVICE			(63,033.39)					(63,033.39)	
UNDESIGNATED	(1,679,613.19)	1,908.28		672,314.09	3,161.18			(1,002,229.64)	
TOTAL FUND EQUITY	(1,356,021.09)	1,908.28	(63,033.39)	2,792,883.09	3,161.18	7,212,652.91	0.00	8,591,550.98	0.00
TOTAL LIABILITIES & FUND EQUITY	174,370.19	1,908.28	22,170.00	2,792,883.09	3,161.18	7,212,652.91	4,475,000.00	14,682,145.65	0.00

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

ALLEN COUNTY PUBLIC LIBRARY
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE MARCH 31, 1987

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	EXPENDABLE TRUST	YEAR-TO-DATE MAR 31, 1987	MAR 31, 1986
REVENUES:							
AUTO EXCISE TAX	0.00					0.00	
REAL PROPERTY TAX LEVY	0.00					0.00	
INTANGIBLES TAX	0.00					0.00	
USER FEES	57,617.01					57,617.01	
INTERGOVERNMENTAL REVENUE	47,221.34					47,221.34	
PARKING FEES	27,977.64					27,977.64	
GIFTS & DONATIONS	20.00	76.20				96.20	
INTEREST	4,054.41			62,337.37	40.66	66,432.44	
OTHER REVENUES	12,345.01					12,345.01	
TOTAL REVENUES	149,235.41	76.20	0.00	62,337.37	40.66	211,689.64	0.00
EXPENDITURES:							
CURRENT:							
COMPENSATION & BENEFITS	1,062,341.03					1,062,341.03	
SUPPLIES	79,890.97					79,890.97	
PROFESSIONAL SERVICES	31,413.53			3,084.96		34,498.49	
COMMUNICATION & TRANSPORTATION	39,496.73			49.70		39,546.43	
INSURANCE	3,458.00					3,458.00	
UTILITY SERVICES	106,529.95					106,529.95	
REPAIRS & MAINTENANCE	47,815.08			56,086.13		103,901.21	
LEASING & MISCELLANEOUS SERVICES	49,688.93					49,688.93	
CAPITAL OUTLAY:						0.00	
GENERAL FIXED ASSETS	49,171.13			26,555.41		75,726.54	
LIBRARY MATERIALS	301,614.90	219.95				301,834.85	
DEBT SERVICE:						0.00	
PRINCIPAL RETIREMENT			145,000.00			145,000.00	
INTEREST CHARGES			127,553.96			127,553.96	
TOTAL EXPENDITURES	1,771,420.25	219.95	272,553.96	85,776.20	0.00	2,129,970.36	0.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,622,184.84)	(143.75)	(272,553.96)	(23,438.83)	40.66	(1,918,280.72)	0.00
OTHER FINANCING SOURCES (USES):							
PROCEEDS OF G. O. BONDS						0.00	
OPERATING TRANSFERS IN			63,033.39			63,033.39	
OPERATING TRANSFERS OUT	(63,033.39)			(30,950.60)		(93,983.99)	
TOTAL OTHER FINANCING SOURCES (USES):	(63,033.39)	0.00	63,033.39	(30,950.60)	0.00	(30,950.60)	0.00
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(1,685,218.23)	(143.75)	(209,520.57)	(54,389.43)	40.66	(1,949,231.32)	0.00
FUND BALANCES-JANUARY 1, 1987	329,197.14	2,052.03	146,487.18	2,847,272.52	3,120.52	3,328,129.39	
FUND BALANCES-MARCH 31, 1987	(1,356,021.09)	1,908.28	(63,033.39)	2,792,883.09	3,161.18	1,378,898.07	0.00

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

ALLEN COUNTY PUBLIC LIBRARY

COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES--BUDGET AND ACTUAL--
GENERAL AND SPECIAL REVENUE FUND TYPES
FOR THE YEAR-TO-DATE AT MARCH 31, 1987

	GENERAL FUND			SPECIAL REVENUE FUND			TOTALS: (MEMORANDUM ONLY)		
	FULL YEAR BUDGET	ACTUAL	VARIANCE FAVORABLE-(UNFAVORABLE)	FULL YEAR BUDGET	ACTUAL	VARIANCE FAVORABLE-(UNFAVORABLE)	FULL YEAR BUDGET	ACTUAL	VARIANCE FAVORABLE-(UNFAVORABLE)
REVENUES:									
AUTO EXCISE TAX	536,130	0.00	(536,130.00)				536,130	0.00	(536,130.00)
REAL PROPERTY TAX LEVY	5,564,676	0.00	(5,564,676.00)				5,564,676	0.00	(5,564,676.00)
INTANGIBLES TAX	80,033	0.00	(80,033.00)				80,033	0.00	(80,033.00)
USER FEES	240,000	57,617.01	(182,382.99)				240,000	57,617.01	(182,382.99)
INTERGOVERNMENTAL REVENUE	34,200	47,221.34	13,021.34				34,200	47,221.34	13,021.34
PARKING FEES	130,000	27,977.64	(102,022.36)				130,000	27,977.64	(102,022.36)
GIFTS & DONATIONS	5,000	20.00	(4,980.00)	2,000	76.20	(1,923.80)	7,000	96.20	(6,903.80)
INTEREST	35,000	4,054.41	(30,945.59)				35,000	4,054.41	(30,945.59)
OTHER REVENUES	49,800	12,345.01	(37,454.99)				49,800	12,345.01	(37,454.99)
TOTAL REVENUES	6,674,839	149,235.41	(6,525,603.59)	2,000	76.20	(1,923.80)	6,676,839	149,311.61	(6,527,527)
EXPENDITURES:									
CURRENT:									
COMPENSATION & BENEFITS	3,710,000	1,062,341.03	2,647,658.97				3,710,000	1,062,341.03	2,647,658.97
SUPPLIES	267,000	79,890.97	187,109.03				267,000	79,890.97	187,109.03
PROFESSIONAL SERVICES	89,675	31,413.53	58,261.47				89,675	31,413.53	58,261.47
COMMUNICATION & TRANSPORTATION	158,600	39,496.73	119,103.27				158,600	39,496.73	119,103.27
INSURANCE	100,000	3,458.00	96,542.00				100,000	3,458.00	96,542.00
UTILITY SERVICES	380,000	106,529.95	273,470.05				380,000	106,529.95	273,470.05
REPAIRS & MAINTENANCE	315,259	47,815.08	267,443.92				315,259	47,815.08	267,443.92
LEASING & MISC SERVICES	149,688	49,688.93	99,999.07				149,688	49,688.93	99,999.07
CAPITAL OUTLAY:			0.00						0.00
GENERAL FIXED ASSETS	230,000	49,171.13	180,828.87				230,000	49,171.13	180,828.87
LIBRARY MATERIALS	1,275,697	301,614.90	974,082.10	3,000	219.95	2,780.05	1,278,697	301,834.85	976,862.15
TOTAL EXPENDITURES	6,675,919	1,771,420.25	4,904,498.75	3,000	219.95	2,780.05	6,678,919	1,771,640.20	4,907,278.80
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,080)	(1,622,184.84)	(1,621,104.84)	(1,000)	(143.75)	856.25	(2,080)	(1,622,328.59)	(1,620,248.59)
OTHER FINANCING SOURCES (USES):									
OPERATING TRANSFERS OUT	(200,000)	(63,033.39)	136,966.61				(200,000)	(63,033.39)	136,966.61
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES AND OTHER USES	(201,080)	(1,685,218.23)	(1,484,138.23)	(1,000)	(143.75)	856.25	(202,080)	(1,685,361.98)	(1,483,281.98)
FUND BALANCES--JANUARY 1	329,197	329,197.14		2,052	2,052.03		331,249	331,249.17	
FUND BALANCES--MARCH 31	128,117	(1,356,021.09)	(1,484,138.23)	1,052	1,908.28	856.25	129,169	(1,354,112.81)	(1,483,281.98)

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
MARCH 31, 1987

	APPROPRIATED 1987 BUDGET	YEAR-TO-DATE BUDGET	MONTH-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE ENCUMBERED	UNENCUMBERED BALANCE	PERCENT REMAINING
REVENUES:							
AUTO EXCISE TAX	536,130	0	0.00	0.00			100.00%
REAL PROPERTY TAX LEVY	5,564,676	0	0.00	0.00			100.00%
INTANGIBLES TAX	80,033	0	0.00	0.00			100.00%
PHOTOCOPYING FEES	120,000	30,004	11,507.76	28,602.41			76.16%
EXTENDED USE FEES	120,000	30,004	10,927.77	29,014.60			75.82%
INTERGOVERNMENTAL REVENUE	34,200	5,001	23,231.84	47,221.34			-38.07%
PARKING FEES	130,000	32,504	9,573.63	27,977.64			78.48%
RENTAL INCOME	9,800	2,450	800.00	2,420.00			75.31%
GIFTS & DONATIONS	5,000	1,250	0.00	20.00			99.60%
INTEREST	35,000	0	469.40	4,054.41			88.42%
OTHER REVENUES	40,000	10,005	2,729.97	9,925.01			75.19%
TOTAL REVENUES	6,674,839	111,218	59,240.37	149,235.41			97.76%
EXPENDITURES:							
CURRENT:							
TOTAL COMPENSATION	3,200,000	713,071	282,564.72	929,111.54	0.00	2,270,888.46	70.97%
EMPLOYEE BENEFITS	510,000	119,778	39,365.17	133,229.49	41,925.18	334,845.33	65.66%
TOTAL PERSONAL SERVICES	3,710,000	832,849	321,929.89	1,062,341.03	41,925.18	2,605,733.79	70.24%
OFFICE SUPPLIES	55,200	13,802	7,397.05	19,493.54	1,342.90	34,363.56	62.25%
OPERATING SUPPLIES	169,800	48,706	15,699.39	55,339.58	22,551.64	91,908.78	54.13%
MAINTENANCE SUPPLIES	42,000	10,502	2,127.64	5,057.85	521.98	36,420.17	86.71%
TOTAL SUPPLIES	267,000	73,010	25,224.08	79,890.97	24,416.52	162,692.51	60.93%
PROFESSIONAL SERVICES	89,675	22,423	10,815.69	31,413.53	880.00	57,381.47	63.99%
COMMUNICATION & TRANSPORTATION	150,000	37,505	10,738.88	38,539.28	0.00	111,460.72	74.31%
PRINTING & ADVERTISING	8,600	2,150	445.95	957.45	96.00	7,546.55	87.75%
INSURANCE	100,000	0	1,968.00	3,458.00	0.00	96,542.00	96.54%
UTILITY SERVICES	380,000	122,613	32,090.28	106,529.95	0.00	273,470.05	71.97%
REPAIRS & MAINTENANCE	315,259	75,074	13,248.19	47,815.08	35,303.51	232,140.41	73.63%
LEASING & RENTALS	46,488	11,622	7,455.07	11,496.01	33,052.40	1,939.59	4.17%
MISCELLANEOUS SERVICES	103,200	22,051	4,295.64	38,192.92	109.00	64,898.08	62.89%
TOTAL OTHER SERVICES & CHARGES	1,193,222	293,438	81,057.70	278,402.22	69,440.91	845,378.87	70.85%
CAPITAL OUTLAYS:							
GENERAL FIXED ASSETS	230,000	36,252	18,323.79	49,171.13	3,040.05	177,788.82	77.30%
BOOKS	920,697	230,201	72,360.18	236,838.28	165,475.67	518,383.05	56.30%
PERIODICALS	210,000	52,505	4,867.09	29,446.35	0.00	180,553.65	85.98%
NON-PRINT MATERIALS	145,000	36,254	16,541.79	35,330.27	11,836.05	97,833.68	67.47%
TOTAL CAPITAL OUTLAYS	1,505,697	355,212	112,092.85	350,786.03	180,351.77	974,559.20	64.72%
TOTAL EXPENDITURES	6,675,919	1,554,509	540,304.52	1,771,420.25	316,134.38	4,588,364.37	68.73%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,080)	(1,443,291)	(481,064.15)	(1,622,184.84)			

GRANT OF EASEMENT

THE UNDERSIGNED, being the fee simple owner of the real estate herein described, in consideration of One Dollar ($1.00) and other good and valuable consideration, receipt whereof is hereby acknowledged, does hereby grant and convey to LAKE FOREST GARDEN APARTMENTS, an Indiana General Partnership, an easement over the following described real estate, to-wit:

Part of the Fractional Northwest Quarter of Section 34, Township 31 North, Range 13 East, in Allen County, Indiana, more particularly described as follows:

Commencing at a point on the centerline of East State Boulevard, said point being 1,285.81 feet North 53 degrees 49 minutes East of the intersection of the centerline of East State Boulevard with the West line of the Frl. NW 1/4 of Section 34, Township 31 North, Range 13 East, Allen County, Indiana; thence South 00 degrees 13 minutes East and parallel to the West line of the Frl. NW 1/4 of Sec. 34-31-13, a distance of 174.95 feet to the true point of beginning; thence North 36 degrees 11 minutes West, perpendicular to the centerline of East State Boulevard, a distance of 86.60 feet; thence South 22 degrees 46 minutes East, a distance of 132.63 feet to a point on the East property line of the Allen County Library; thence North 00 degrees 13 minutes West along said East property line, a distance of 52.40 feet to the point of beginning, containing 0.031 acres.

Said easement is to be used for ingress and egress to and from East State Boulevard to the real estate of Grantee adjoining the lands of Grantor on the east and south and

GRANT OF EASEMENT

THE UNDERSIGNED, being the fee simple owner of the real estate herein described, in consideration of One Dollar ($1.00) and other good and valuable consideration, receipt whereof is hereby acknowledged, does hereby grant and convey to LAKE FOREST GARDEN APARTMENTS, an Indiana General Partnership, an easement over the following described real estate, to-wit:

Part of the Fractional Northwest Quarter of Section 34, Township 31 North, Range 13 East, in Allen County, Indiana, more particularly described as follows:

Commencing at a point on the centerline of East State Boulevard, said point being 1,285.81 feet North 53 degrees 49 minutes East of the intersection of the centerline of East State Boulevard with the West line of the Frl. NW 1/4 of Section 34, Township 31 North, Range 13 East, Allen County, Indiana; thence South 00 degrees 13 minutes East and parallel to the West line of the Frl. NW 1/4 of Sec. 34-31-13, a distance of 174.95 feet to the true point of beginning; thence North 36 degrees 11 minutes West, perpendicular to the centerline of East State Boulevard, a distance of 86.60 feet; thence South 22 degrees 46 minutes East, a distance of 132.63 feet to a point on the East property line of the Allen County Library; thence North 00 degrees 13 minutes West along said East property line, a distance of 52.40 feet to the point of beginning, containing 0.031 acres.

Said easement is to be used for ingress and egress to and from East State Boulevard to the real estate of Grantee adjoining the lands of Grantor on the east and south and commonly known as Georgetown Square Shopping Center.

This grant of easement shall run with the land and shall be binding on and shall inure to the benefit of the parties hereto, their heirs, successors, and assigns.

No Indiana Gross Tax is due or payable with respect to this conveyance.

Dated this 23rd day of April, 1987.

Lu Ann Beaman

President, Board of Trustees,
Allen County Public Library
Lu Ann Beaman

Patricia E. Riley

Secretary, Board of Trustees,
Allen County Public Library
Patricia Riley

STATE OF INDIANA)
) ss;
COUNTY OF ALLEN)

Before me, the undersigned, a Notary Public in and for said County and State, this 23rd day of April, 1987, personally

appeared Lu Ann Beaman and Patricia Riley, the President and Secretary respectively of Allen County Public Library, and acknowledged the execution of the foregoing instrument for and on behalf of said Allen County Public Library and by its authority.

Witness my hand and notarial seal.

Katherine W. Smith

Notary Public
Allen County, Indiana
Katherine W. Smith

My commission expires:
11 February 1989.

This instrument prepared by G. Stanley Hood, Attorney at Law, One Commerce Building, 127 West Berry Street, Fort Wayne, Indiana, 46802.

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Thursday, May 28, 1987
3:00 p.m.
Room 4, Main Library
900 Webster Street

1. Roll call
2. Adoption of the agenda
3. Approval of the minutes of the April 23, 1987 regular meeting
4. Reception of the financial report for April 1987
5. Report of the Director
6. Committee reports
7. Personnel - Appointments
8. Approval of payment of bills
9. Other business
10. Adjournment

MINUTES
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
May 28, 1987
3:00 p.m.
Room 4, Main Library

Present: Mrs. Beaman, Mrs. Gates, Mr. Andorfer, Mrs. Riley, Mrs. Koehlinger (arrived at 3:10 p.m.), Mr. Coleman (arrived at 3:20 p.m.)

Absent: Mr. McMahan

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, May 28, 1987, at 3:00 p.m. in Room 4 of the Main Library with Mrs. Beaman presiding.

On motion of Mrs. Gates, the agenda was adopted as distributed. On motion of Mr. Andorfer, the minutes of the April 23, 1987 regular meeting were approved.

Mr. Lehman presented the monthly financial report for April. On motion of Mrs. Gates, the report was received.

Mr. Krull made the following report to the board:

Library system circulation for the month of April was up 2.4% over April of 1986. Reference questions answered for the month were down 5.9% over the same period. Public service units were up 3.1%; staff hours worked were down 5.2%. For the year to date, total circulation and reference are both up 6.5% as compared with 1986. Hours worked are the same as 1986 and public service units are up 4.2%.

At approximately 12:15 a.m. on Saturday, May 9, a sprinkler head broke in the basement storage area of the main library. Water damaged monographs in the basement stack area and bound periodicals in the sub-basement.

Gene Johnson took charge of the emergency and supervised salvage operations. Library staff members were called in to help save water-damaged books and more than forty people responded. The dedication and willingness of these staff members to come out in the middle of the night and work long hours cannot be praised highly enough.

Gene Johnson arranged for the soaked books to be transported to Food Marketing Corporation to be frozen to retard mildew and mold growth and deterioration until they could be dealt with later. Bookmobiles were used to move the books to Food Marketing before 7:00 a.m., when loading docks at the cold storage plant would become clogged with food trucks.

The following week the books were taken to Interstate Cold Storage in New Haven. Meetings have been held with the library's insurance carrier concerning the reclamation of the soaked books. We have also met with Eric Lundquist of Document Reprocessors, a company that specializes in

the drying of water damaged books and documents. Mr. Lundquist estimates that 14,000 volumes are frozen at Interstate in need of drying.

Document Reprocessors uses a vacuum freeze drying process that removes water from books by sublimation. In this process, ice crystals are transformed directly to water vapor which is then pumped out of the vacuum chamber. Document Reprocessors has seven portable freeze drying machines, which can be brought directly to the site of the material to be dried.

Installation of Phase I hardware for the automation project was completed ahead of schedule in April. Terminals are now in place at staff service desks and selected other locations in the main library, and at least one terminal is installed in each branch. Software installation is scheduled to begin June 1. Final specifications have been agreed upon for the retrospective conversion of bibliographic records, which will be performed under the CLSI contract through AMIGOS Bibliographic Network in Dallas. Shelflist drawers will be sent to AMIGOS, where data entry operators will enter bibliographic data from our cards onto floppy disks. These disks will then be sent to OCLC in Columbus, Ohio, to be matched against the OCLC online catalog. This process will result in the production of full bibliographic records in MARC format. These full records will be output to magnetic tape, which will be sent to the Allen County Public Library for loading into our CLSI LIBS 100 system.

The official kick-off for the Allen County Public Library Foundation's "Legacy of Knowledge" Campaign was held at 1:00 p.m. on May 21. Co-chairmen John Bonsib and William McNagny both made inspiring remarks concerning the importance of libraries in general, and the humanities in particular, to a civilized society. Ray Ewick, Indiana State Librarian, was the featured speaker and delivered an impressive address which included praise for the library and the foundation for undertaking our ambitious fund-raising project. Mr. McNagny read letters of support and encouragement from Governor Orr and Superintendent Bill Anthis of the Fort Wayne Community Schools. The official tally of pledges to date toward the $900,000 goal stands at more than $470,000. The family campaign has produced more than $62,000 in pledges.

A working session on the 1988 budget will be scheduled sometime in June or July. A budget calendar showing key dates is being distributed to the board.

The American Library Association annual conference will be held June 26-July 2 in San Francisco. Seven members of the Allen County Public Library staff are scheduled to attend at least part of the conference.

The State Board of Accounts is in the process of auditing the library's financial records for the years 1985 and 1986. It is our understanding that annual audits will be conducted in subsequent years.

Mrs. Koehlinger moved the approval of the following appointments and the motion carried:

Patrick Hall	Librarian Readers' Services	#366	$18,580.90
Stuart Washington	Production ass't. Television Services	#384	$11,413.74
Rebecca Seim	Branch assistant Hessen Cassel Branch	#141	$12,701.00
Eugenia Murphy	Manager, Monroeville Branch	#170	$16,987.62
Philip Camp	Lead Officer Security Services	#524	$11,413.74

Mr. Krull certified that the following bills were true and correct and supported by appropriate documentation to the best of his knowledge and belief:

Manual Checks - April 21 through May 27	$ 125,341.52
Gross Payrolls:	
May 01	119,848.40
May 15	121,436.39
May 29	125,484.90
Accounts Payable Batches:	
April 24	55,315.22
May 01	49,466.11
May 08	121,610.15
May 13	(15.00)
May 15	56,465.41
May 19	(160.00)
May 22	109,276.57
Accounts Payable Subtotal - $391,958.46	
Grand Total	$ 884,069.67

Then on motion of Mrs. Koehlinger the bills were approved for payment, and the signed register of bills paid was ordered to be filed for audit.

There being no further business to come before the board, the meeting adjourned at 3:40 p.m.

Lu Ann Beaman

Lu Ann Beaman, President

Patricia E. Riley

Patricia Riley, Secretary

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
APRIL 30, 1987

	APPROPRIATED 1987 BUDGET	YEAR-TO-DATE BUDGET	MONTH-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE ENCUMBERED	UNENCUMBERED BALANCE	PERCENT REMAINING
REVENUES:							
AUTO EXCISE TAX	536,130	26,807	0.00	0.00			100.00%
REAL PROPERTY TAX LEVY	5,564,676	278,234	0.00	0.00			100.00%
INTANGIBLES TAX	80,033	4,002	0.00	0.00			100.00%
PHOTOCOPYING FEES	120,000	40,004	10,888.97	39,491.38			67.09%
EXTENDED USE FEES	120,000	40,003	10,084.91	39,094.51			67.42%
INTERGOVERNMENTAL REVENUE	34,200	6,667	21,062.00	68,283.34			-99.66%
PARKING FEES	130,000	43,338	10,537.71	38,515.35			70.37%
RENTAL INCOME	9,800	3,267	0.00	2,420.00			75.31%
GIFTS & DONATIONS	5,000	1,667	65.00	85.00			98.30%
INTEREST	35,000	1,750	226.50	4,280.91			87.77%
OTHER REVENUES	40,000	13,335	2,483.30	12,408.31			68.98%
TOTAL REVENUES	6,674,839	459,074	55,348.39	204,578.80			96.94%
EXPENDITURES:							
CURRENT:							
TOTAL COMPENSATION	3,200,000	950,771	239,152.07	956,186.19	162,301.99	2,081,511.82	65.05%
EMPLOYEE BENEFITS	510,000	181,727	31,220.46	164,449.95	64,732.87	280,817.18	55.06%
TOTAL PERSONAL SERVICES	3,710,000	1,132,498	270,372.53	1,120,636.14	227,034.86	2,362,329.00	63.67%
OFFICE SUPPLIES	55,200	18,402	1,691.50	21,185.04	2,233.89	31,781.07	57.57%
OPERATING SUPPLIES	169,800	62,121	24,695.18	80,024.76	17,051.31	72,723.93	42.83%
MAINTENANCE SUPPLIES	42,000	14,001	2,356.34	7,414.19	560.83	34,024.98	81.01%
TOTAL SUPPLIES	267,000	94,524	28,743.02	108,623.99	19,846.03	138,529.98	51.88%
PROFESSIONAL SERVICES	89,675	29,894	10,717.31	42,130.84	1,048.00	46,496.16	51.85%
COMMUNICATION & TRANSPORTATION	150,000	50,002	13,821.02	52,360.30	0.00	97,639.70	65.09%
PRINTING & ADVERTISING	8,600	2,867	339.75	1,297.20	59.00	7,243.80	84.23%
INSURANCE	100,000	0	1,231.00	4,689.00	0.00	95,311.00	95.31%
UTILITY SERVICES	380,000	155,805	42,896.20	149,426.15	0.00	230,573.85	60.68%
REPAIRS & MAINTENANCE	315,259	100,094	16,662.07	64,477.15	36,254.74	214,527.11	68.05%
LEASING & RENTALS	46,488	15,496	3,831.33	15,327.34	30,713.79	446.87	0.96%
MISCELLANEOUS SERVICES	103,200	27,402	12,884.86	51,077.78	375.00	51,747.22	50.14%
TOTAL OTHER SERVICES & CHARGES	1,193,222	381,560	102,383.54	380,785.76	68,450.53	743,985.71	62.35%
CAPITAL OUTLAYS:							
GENERAL FIXED ASSETS	230,000	48,338	7,281.70	56,452.83	22,328.51	151,218.66	65.75%
BOOKS	920,697	306,922	111,295.51	348,133.79	155,824.61	416,738.60	45.26%
PERIODICALS	210,000	70,002	30,846.48	60,292.83	0.00	149,707.17	71.29%
NON-PRINT MATERIALS	145,000	48,335	9,877.39	45,207.66	15,218.50	84,573.84	58.33%
TOTAL CAPITAL OUTLAYS	1,505,697	473,597	159,301.08	510,087.11	193,371.62	802,238.27	53.28%
TOTAL EXPENDITURES	6,675,919	2,082,179	560,800.17	2,120,133.00	508,703.04	4,047,082.96	60.62%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,080)	(1,623,105)	(505,451.78)	(1,915,554.20)			

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Rescheduled - June 29, 1987
9:00 a.m.
Board Room, Main Library
900 Webster Street

1. Roll call
2. Adoption of the agenda
3. Approval of the minutes of the May 28, 1987 regular meeting
4. Reception of the financial report for May 1987
5. Report of the Director
6. Committee reports
7. Personnel - Appointments
8. Assignment of lease by parking lot operator
9. Approval of payment of bills
10. Other business
11. Adjournment

MINUTES
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
June 29, 1987
9:17 a.m.
Board Room, Main Library

Present: Mrs. Beaman, Mrs. Gates, Mrs. Riley, Mr. McMahan

Absent: Mr. Andorfer, Mr. Coleman, Mrs. Koehlinger

The Board of Library Trustees of the Allen County Public Library met in regular session on Monday, June 29, 1987, at 9:17 a.m. in the Board Room of the Main Library with Mrs. Beaman presiding.

On motion of Mrs. Gates, the agenda was adopted as distributed. On motion of Mr. McMahan, the minutes of the May 28, 1987 regular meeting were approved.

Mr. Lehman presented the monthly financial report for May, and, on motion of Mrs. Gates, the report was received.

Mr. Krull reported on the following matters:

The Legacy of Knowledge campaign for the Allen County Public Library Foundation is progressing steadily toward its goal of $900,000. Gifts and pledges received to date total more than $700,000.

A tentative budget timetable has been prepared for the adoption and publication of the 1988 budget. This timetable was distributed to the board.

A compilation has been prepared of policies adopted by the board, as recorded in the minutes record book. As these policies are revised or new policies are adopted by resolution of the board, they will be prepared for distribution and insertion in the policy manual. Mr. Krull distributed a copy of the policy manual to each board member.

Mrs. Gates, chairman of the Branch Development Committee, presented the following report:

At the end of his term as president of the board in 1986, Mr. McMahan appointed a branch development committee to study the library's branch system in relation to current needs and population growth patterns in Allen County. Mrs. Beaman reappointed the committee when she was elected board president in 1987.

In carrying out its charge, the committee has studied library usage statistics, demographic projections, and traffic counts; considered the views and opinions of the people of Fort Wayne and Allen County; and consulted with county planning officials. At this time the committee is prepared to make a preliminary report to the board on its findings, which are summarized below.

1. All eleven of the library system's existing branches should be maintained; no branch or branches should be closed.

2. Two new branch libraries should be established, in the north and southwest areas of the county, respectively.

3. A thorough architectural and engineering survey should be made of all current library facilities, to identify needs for structural, mechanical, aesthetic, or other improvements.

4. Planning for the new branches, and the survey of current facilities, should begin as soon as possible.

5. The Allen County Public Library is an essential component of the quality of life in our community. It is a principal contributor to the social, economic, cultural, and intellectual health of this area. The board has an obligation and a responsibility to the community to promote the extension of library service to all citizens.

Mrs. Riley, who is a member of the committee, expressed her thanks to the library staff for their work in moving the branch development project ahead. She commented that she has received positive reaction from the community on recent media coverage of branch development plans and urged the board to continue progress toward branch development goals as a top priority.

Mr. McMahan moved the approval of the following appointments and the motion carried:

John Richwine	Manager, Security Services	#520	$19,686.94
Michael Clegg	Manager, Branch Operations	#100	$33,500.00
Curt Witcher	Acting Manager, Genealogy Department	#340	$23,163.27

The board considered a request from Tim W. Breuning, doing business as Light & Breuning Realtors, concerning the real estate lease between Allen County Public Library and Light & Breuning Realtors, originally dated December 13, 1984, pertaining to three parking lots, as amended, extended and modified from time to time. Mr. Breuning, being the lessee under the referenced lease, wishes to assign all of his right, title, and interest, in and under the said lease to a new corporation, Light & Breuning Realtors, Inc. He requests the board's consent to this transaction. Mr. Krull noted that Mr. Hood, the library's attorney, has examined the request by Mr. Breuning and has found no legal reasons why the board should withhold consent. Mr. McMahan moved that the requested consent be granted by the board, subject to the ability of the new corporation, Light & Breuning Realtors, Incorporated, to provide proof of liability insurance to the library, as had been provided under the present lease. The motion carried.

Mr. Krull certified that the statement of bills as summarized below were true and correct and supported by appropriate documentation to the best of his knowledge and belief:

Manual Checks - June		$ 10,024.35
Gross Payrolls:		
June 12		133,255.48
Accounts Payable Batches:		
May 29		219,072.16
June 3		(1,200.00)
June 4		(52.00)
June 5		83,480.54
June 12		1,577,828.35
June 15		(59.89)
June 19		71,894.44
Check Runs Subtotal - $1,950,963.60		
	Grand Total	$2,094,243.43

Then on motion of Mr. McMahan the bills were approved for payment, and the signed register of bills paid was ordered to be filed for audit.

Mr. McMahan moved the adoption of a FUND TRANSFER RESOLTUION, Resolution No. 1987-9. The motion carried, and the resolution so adopted is appended to and made a part of these minutes.

Mr. McMahan moved the adoption of Resolution No. 1987-10, a RESOLUTION TO ADVERTISE A REQUEST FOR PROPOSAL FOR ARCHITECTURAL SERVICES RELATIVE TO EXPANSION AND RENOVATION OF THE MAIN LIBRARY CHILDREN'S DEPARTMENT. The motion carried, and the resolution so adopted is appended to and made a part of these minutes.

There being no further business to come before the board, the meeting adjourned at 9:40 a.m.

Lu Ann Beaman

Lu Ann Beaman, President

Patricia Riley

Patricia Riley, Secretary

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED MAY 31, 1987

			CASH BASIS			GAAP BASIS			ENCUMBRANCE BASIS			
	APPROPRIATED 1987 BUDGET	YEAR-TO-DATE BUDGET	MONTH-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL	PERCENT REMAINING	ADJUSTMENTS TO GAAP BASIS	YEAR-TO-DATE ACTUAL	PERCENT REMAINING	ADJUSTMENTS TO ENCUMBERED BASIS	YEAR-TO-DATE ENCUMBERED	UNENCUMBERED BALANCE	PERCENT REMAINING
REVENUES:												
AUTO EXCISE TAX	536,130	153,333	360,000.00	360,000.00	32.85%		360,000.00	32.85%				
REAL PROPERTY TAX LEVY	5,564,676	1,591,497	317,000.00	317,000.00	94.30%	2,001,165.00	2,318,165.00	58.34%				
INTANGIBLES TAX	80,033	22,889	0.00	0.00	100.00%		0.00	100.00%				
PHOTOCOPYING FEES	120,000	50,002	9,316.95	48,808.33	59.33%		48,808.33	59.33%				
EXTENDED USE FEES	120,000	50,003	9,327.77	48,422.28	59.65%		48,422.28	59.65%				
INTERGOVERNMENTAL REVENUE	34,200	10,464	2,394.47	70,677.81	-106.65%		70,677.81	-106.66%				
PARKING FEES	130,000	54,169	9,439.04	47,954.39	63.11%		47,954.39	63.11%				
RENTAL INCOME	9,000	4,084	900.00	3,320.00	66.12%		3,320.00	66.12%				
GIFTS & DONATIONS	5,000	2,083	1.00	86.00	98.28%		86.00	98.28%				
INTEREST	35,000	10,010	1,056.70	5,337.61	84.75%		5,337.61	84.75%				
OTHER REVENUES	40,000	16,669	2,053.02	14,437.77	63.91%		14,437.77	63.91%				
TOTAL REVENUES	6,674,839	1,965,203	711,488.95	916,044.19	86.28%	2,001,165.00	2,917,209.19	56.30%				
EXPENDITURES:												
CURRENT:												
TOTAL COMPENSATION	3,200,000	1,324,128	276,215.81	1,323,032.67	58.66%	71,705.66	1,394,738.33	56.41%		1,394,738.33	1,805,261.67	56.41%
EMPLOYEE BENEFITS	510,000	221,372	39,443.00	222,339.19	56.40%	46,286.64	268,625.83	47.33%		268,625.83	241,374.17	47.33%
TOTAL PERSONAL SERVICES	3,710,000	1,545,500	315,658.81	1,545,371.86	58.35%	117,992.30	1,663,364.16	55.17%	0.00	1,663,364.16	2,046,635.84	55.17%
OFFICE SUPPLIES	55,200	22,999	3,045.79	24,230.83	56.10%		24,230.83	56.10%	96.53	24,327.36	30,872.64	55.93%
OPERATING SUPPLIES	169,000	75,535	16,663.69	94,253.70	44.49%	1,834.75	96,088.45	43.41%	19,711.22	115,799.67	54,000.33	31.80%
MAINTENANCE SUPPLIES	42,000	17,501	2,495.95	9,910.14	76.40%		9,910.14	76.40%	1,101.44	11,011.58	30,988.42	73.78%
TOTAL SUPPLIES	267,000	116,035	21,605.43	128,394.67	51.91%	1,834.75	130,229.42	51.22%	20,909.19	151,138.61	115,861.39	43.39%
PROFESSIONAL SERVICES	89,675	37,367	7,784.34	49,915.18	44.34%		49,915.18	44.34%	1,618.56	51,533.74	38,141.26	42.53%
COMMUNICATION & TRANSPORTATION	150,000	62,505	19,042.71	64,684.30	56.88%	6,718.71	71,403.01	52.40%	0.00	71,403.01	78,596.99	52.40%
PRINTING & ADVERTISING	8,600	3,584	118.85	1,416.05	83.53%		1,416.05	83.53%	57.00	1,473.05	7,126.95	82.87%
INSURANCE	100,000	5	1,250.00	5,939.00	94.06%		5,939.00	94.06%	0.00	5,939.00	94,061.00	94.06%
UTILITY SERVICES	380,000	184,409	8,847.34	155,619.10	59.05%	2,654.39	158,273.49	58.35%	0.00	158,273.49	221,726.51	58.35%
REPAIRS & MAINTENANCE	315,259	127,366	17,765.57	82,242.72	73.91%		82,242.72	73.91%	32,741.44	114,984.16	200,274.84	63.53%
LEASING & RENTALS	46,488	19,370	4,239.07	15,691.89	66.25%	3,874.52	19,566.41	57.91%	28,509.68	48,076.09	(1,588.09)	-3.42%
MISCELLANEOUS SERVICES	103,200	34,251	21,330.12	80,232.92	22.25%	4,136.81	84,369.73	18.25%	395.00	84,764.73	18,435.27	17.86%
TOTAL OTHER SERVICES & CHARGES	1,193,222	468,852	80,378.00	455,741.16	61.81%	17,384.43	473,125.59	60.35%	63,321.68	536,447.27	656,774.73	55.04%
CAPITAL OUTLAYS:												
GENERAL FIXED ASSETS	230,000	60,417	10,439.72	57,710.55	74.91%	9,182.00	66,892.55	70.92%	20,054.01	86,946.56	143,053.44	62.20%
BOOKS	920,697	383,646	101,074.91	414,207.15	55.01%	35,001.55	449,208.70	51.21%	125,026.08	574,234.78	346,462.22	37.63%
PERIODICALS	210,000	87,504	3,124.51	56,847.67	72.93%	6,569.67	63,417.34	69.80%		63,417.34	146,582.66	69.80%
NON-PRINT MATERIALS	145,000	60,419	3,225.67	44,857.33	69.06%	3,576.00	48,433.33	66.60%	13,697.33	62,130.66	82,869.34	57.15%
TOTAL CAPITAL OUTLAYS	1,505,697	591,986	117,864.81	573,622.70	61.90%	54,329.22	627,951.92	58.29%	158,777.42	786,729.34	718,967.66	47.75%
TOTAL EXPENDITURES	6,675,919	2,722,373	535,507.05	2,703,130.39	59.51%	191,540.70	2,894,671.09	56.64%	243,008.29	3,137,679.38	3,538,239.62	53.00%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,080)	(757,170)	175,981.90	(1,787,086.20)		1,809,624.30	22,538.10					

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
MAY 31, 1987

	APPROPRIATED 1987 BUDGET	YEAR-TO-DATE BUDGET	MONTH-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE ENCUMBERED	UNENCUMBERED BALANCE	PERCENT REMAINING
REVENUES:							
AUTO EXCISE TAX	536,130	153,333	360,000.00	360,000.00			32.85%
REAL PROPERTY TAX LEVY	5,564,676	1,591,497	463,633.00	2,318,165.00			58.34%
INTANGIBLES TAX	80,033	22,889	0.00	0.00			100.00%
PHOTOCOPYING FEES	120,000	50,002	9,316.95	48,808.33			59.33%
EXTENDED USE FEES	120,000	50,003	9,327.77	48,422.28			59.65%
INTERGOVERNMENTAL REVENUE	34,200	10,464	2,394.47	70,677.81			-106.66%
PARKING FEES	130,000	54,169	9,439.04	47,954.39			63.11%
RENTAL INCOME	9,800	4,084	900.00	3,320.00			66.12%
GIFTS & DONATIONS	5,000	2,083	1.00	86.00			98.28%
INTEREST	35,000	10,010	1,056.70	5,337.61			84.75%
OTHER REVENUES	40,000	16,669	2,053.02	14,437.77			63.91%
TOTAL REVENUES	6,674,839	1,965,203	858,121.95	2,917,209.19			56.30%
EXPENDITURES:							
CURRENT:							
TOTAL COMPENSATION	3,200,000	1,324,128	276,215.81	1,394,738.33		1,805,261.67	56.41%
EMPLOYEE BENEFITS	510,000	221,372	39,443.00	268,625.83		241,374.17	47.33%
TOTAL PERSONAL SERVICES	3,710,000	1,545,500	315,658.81	1,663,364.16	0.00	2,046,635.84	55.17%
OFFICE SUPPLIES	55,200	22,999	3,045.79	24,230.83	96.53	30,872.64	55.93%
OPERATING SUPPLIES	169,800	75,535	16,063.69	96,088.45	19,711.22	54,000.33	31.80%
MAINTENANCE SUPPLIES	42,000	17,501	2,495.95	9,910.14	1,101.44	30,988.42	73.78%
TOTAL SUPPLIES	267,000	116,035	21,605.43	130,229.42	20,909.19	115,861.39	43.39%
PROFESSIONAL SERVICES	89,675	37,367	7,784.34	49,915.18	1,618.56	38,141.26	42.53%
COMMUNICATION & TRANSPORTATION	150,000	62,505	19,042.71	71,403.01	0.00	78,596.99	52.40%
PRINTING & ADVERTISING	8,600	3,584	118.85	1,416.05	57.00	7,126.95	82.87%
INSURANCE	100,000	0	1,250.00	5,939.00	0.00	94,061.00	94.06%
UTILITY SERVICES	380,000	184,409	8,847.34	158,273.49	0.00	221,726.51	58.35%
REPAIRS & MAINTENANCE	315,259	127,366	17,765.57	82,242.72	32,741.44	200,274.84	63.53%
LEASING & RENTALS	46,488	19,370	4,239.07	19,566.41	28,509.68	(1,588.09)	-3.42%
MISCELLANEOUS SERVICES	103,200	34,251	21,330.12	84,369.73	395.00	18,435.27	17.86%
TOTAL OTHER SERVICES & CHARGES	1,193,222	468,852	80,378.00	473,125.59	63,321.68	656,774.73	55.04%
CAPITAL OUTLAYS:							
GENERAL FIXED ASSETS	230,000	60,417	10,439.72	66,892.55	20,054.01	143,053.44	62.20%
BOOKS	920,697	383,646	101,074.91	449,208.70	125,026.08	346,462.22	37.63%
PERIODICALS	210,000	87,504	3,124.51	63,417.34		146,582.66	69.80%
NON-PRINT MATERIALS	145,000	60,419	3,225.67	48,433.33	13,697.33	82,869.34	57.15%
TOTAL CAPITAL OUTLAYS	1,505,697	591,986	117,864.81	627,951.92	158,777.42	718,967.66	47.75%
TOTAL EXPENDITURES	6,675,919	2,722,373	535,507.05	2,894,671.09	243,008.29	3,538,239.62	53.00%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,080)	(757,170)	322,614.90	22,538.10			

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
FOR THE YEAR-TO-DATE AT MAY 31, 1987

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	MAY 31, 1987	MAY 31, 1986
ASSETS									
CASH ON DEPOSIT	274,253.91	2,026.17		1,259,663.30	3,161.18			1,539,104.56	
CASH ON HAND	3,391.95							3,391.95	
CASH WITH FISCAL AGENT			20,995.00					20,995.00	
INVESTMENTS AT COST OR AMORTIZED COST				1,300,000.00				1,300,000.00	
TAXES DUE FROM COUNTY GOVERNMENT	2,001,165.00		301,045.00					2,302,210.00	
ACCRUED INTEREST				21,467.12				21,467.12	
DUE FROM OTHER GOVERNMENTS	29,339.19							29,339.19	
DUE FROM OTHER FUNDS			37,966.61					37,966.61	
PREPAID EXPENDITURES	28,309.00							28,309.00	
FIXED ASSETS:									
LAND						1,427,900.48		1,427,900.48	
BUILDINGS						7,782,544.69		7,782,544.69	
ACCUMULATED DEPRECIATION						(2,636,834.09)		(2,636,834.09)	
FURNITURE AND EQUIPMENT						3,481,937.61		3,481,937.61	
ACCUMULATED DEPRECIATION						(2,842,895.62)		(2,842,895.62)	
AVAILABLE IN DEBT SERVICE FUND							20,995.00	20,995.00	
AMOUNT TO BE PROVIDED--RETIREMENT OF L/T DEBT							4,454,005.00	4,454,005.00	
AMOUNT TO BE PROVIDED--VACATION PAY LIABILITY							215,066.68	215,066.68	
TOTAL ASSETS	2,336,459.05	2,026.17	360,006.61	2,581,130.42	3,161.18	7,212,653.07	4,690,066.68	17,185,503.18	0.00
LIABILITIES & FUND EQUITY									
LIABILITIES:									
ACCOUNTS PAYABLE	104,403.47			0.00				104,403.47	
TEMPORARY LOANS/FINANCING	1,500,000.00			0.00				1,500,000.00	
ACCRUED WAGES & BENEFITS	117,992.30						215,066.68	333,058.98	
UNREMITTED WITHHOLDINGS	37,727.16							37,727.16	
RECORD DEPOSITS PAYABLE	25,409.55							25,409.55	
DUE TO OTHER FUNDS	37,966.61							37,966.61	
MATURED BONDS PAYABLE								0.00	
MATURED INTEREST PAYABLE	20,968.11							20,968.11	
GENERAL OBLIGATION BONDS PAYABLE							4,475,000.00	4,475,000.00	
TOTAL LIABILITIES	1,844,467.20	0.00	0.00	0.00	0.00	0.00	4,690,066.68	6,534,533.88	0.00
FUND EQUITY:									
INVESTMENT IN GENERAL FIXED ASSETS						7,212,653.07		7,212,653.07	
FUND BALANCES:									
RESERVED FOR ENCUMBRANCES	243,008.29			1,993,390.88				2,236,399.17	
RESERVED FOR PREPAID ITEMS	28,309.00							28,309.00	
UNRESERVED:									
DESIGNATED FOR DEBT SERVICE			360,006.61					360,006.61	
UNDESIGNATED	220,674.56	2,026.17		587,739.54	3,161.18			813,601.45	
TOTAL FUND EQUITY	491,991.85	2,026.17	360,006.61	2,581,130.42	3,161.18	7,212,653.07	0.00	10,650,969.30	0.00
TOTAL LIABILITIES & FUND EQUITY	2,336,459.05	2,026.17	360,006.61	2,581,130.42	3,161.18	7,212,653.07	4,690,066.68	17,185,503.18	0.00

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

ALLEN COUNTY PUBLIC LIBRARY

COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES--BUDGET AND ACTUAL--
GENERAL AND SPECIAL REVENUE FUND TYPES
FOR THE YEAR-TO-DATE ENDED MAY 31, 1987

	GENERAL FUND			SPECIAL REVENUE FUND			TOTALS: (MEMORANDUM ONLY)		
	FULL YEAR BUDGET	ACTUAL	VARIANCE FAVORABLE-(UNFAVORABLE)	FULL YEAR BUDGET	ACTUAL	VARIANCE FAVORABLE-(UNFAVORABLE)	BUDGET	ACTUAL	VARIANCE FAVORABLE-(UNFAVORABLE)
REVENUES:									
AUTO EXCISE TAX	536,130	360,000.00	(176,130.00)				536,130	360,000.00	(176,130.00)
REAL PROPERTY TAX LEVY	5,564,676	2,318,165.00	(3,246,511.00)				5,564,676	2,318,165.00	(3,246,511.00)
INTANGIBLES TAX	80,033	0.00	(80,033.00)				80,033	0.00	(80,033.00)
USER FEES	240,000	97,230.61	(142,769.39)				240,000	97,230.61	(142,769.39)
INTERGOVERNMENTAL REVENUE	34,200	70,677.81	36,477.81				34,200	70,677.81	36,477.81
PARKING FEES	130,000	47,954.39	(82,045.61)				130,000	47,954.39	(82,045.61)
GIFTS & DONATIONS	5,000	86.00	(4,914.00)	2,000	421.63	(1,578.37)	7,000	507.63	(6,492.37)
INTEREST	35,000	5,337.61	(29,662.39)				35,000	5,337.61	(29,662.39)
OTHER REVENUES	49,800	17,757.77	(32,042.23)				49,800	17,757.77	(32,042.23)
TOTAL REVENUES	6,674,839	2,917,209.19	(3,757,629.81)	2,000	421.63	(1,578.37)	6,676,839	2,917,630.82	(3,759,208)
EXPENDITURES:									
CURRENT:									
COMPENSATION & BENEFITS	3,710,000	1,663,364.16	2,046,635.84				3,710,000	1,663,364.16	2,046,635.84
SUPPLIES	267,000	130,229.42	136,770.58				267,000	130,229.42	136,770.58
PROFESSIONAL SERVICES	89,675	49,915.18	39,759.82				89,675	49,915.18	39,759.82
COMMUNICATION & TRANSPORTATION	158,600	72,819.06	85,780.94				158,600	72,819.06	85,780.94
INSURANCE	100,000	5,939.00	94,061.00				100,000	5,939.00	94,061.00
UTILITY SERVICES	380,000	158,273.49	221,726.51				380,000	158,273.49	221,726.51
REPAIRS & MAINTENANCE	315,259	82,242.72	233,016.28				315,259	82,242.72	233,016.28
LEASING & MISC SERVICES	149,688	103,936.14	45,751.86				149,688	103,936.14	45,751.86
CAPITAL OUTLAY:			0.00						0.00
GENERAL FIXED ASSETS	230,000	66,892.55	163,107.45				230,000	66,892.55	163,107.45
LIBRARY MATERIALS	1,275,697	561,059.37	714,637.63	3,000	447.49	2,552.51	1,278,697	561,506.86	717,190.14
TOTAL EXPENDITURES	6,675,919	2,894,671.09	3,781,247.91	3,000	447.49	2,552.51	6,678,919	2,895,118.58	3,783,800.42
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,080)	22,538.10	23,618.10	(1,000)	(25.86)	974.14	(2,080)	22,512.24	24,592.24
OTHER FINANCING SOURCES (USES):									
NET OPERATING TRANSFERS (OUT) IN	(200,000)	37,966.61	237,966.61				(200,000)	37,966.61	237,966.61
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES AND OTHER USES	(201,080)	60,504.71	261,584.71	(1,000)	(25.86)	974.14	(202,080)	60,478.85	262,558.85
FUND BALANCES--JANUARY 1		413,501.79		2,052	2,052.03		2,052	415,553.82	
FUND BALANCE ADJUSTMENTS FROM JAN 1		17,985.35							
FUND BALANCES--MAY 31		491,991.85		1,052	2,026.17	974.14	(200,028)	476,032.67	262,558.85

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

ALLEN COUNTY PUBLIC LIBRARY
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED MAY 31, 1987

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	EXPENDABLE TRUST	YEAR-TO-DATE MAY 31, 1987	MAY 31, 1987
REVENUES:							
AUTO EXCISE TAX	360,000.00		54,000.00			414,000.00	
REAL PROPERTY TAX LEVY	2,318,165.00		348,045.00			2,666,210.00	
INTANGIBLES TAX	0.00					0.00	
USER FEES	97,230.61					97,230.61	
INTERGOVERNMENTAL REVENUE	70,677.81					70,677.81	
PARKING FEES	47,954.39					47,954.39	
GIFTS & DONATIONS	86.00	421.63				507.63	
INTEREST	5,337.61			89,373.46	40.66	94,751.73	
OTHER REVENUES	17,757.77					17,757.77	
TOTAL REVENUES	2,917,209.19	421.63	402,045.00	89,373.46	40.66	3,409,089.94	0.00
EXPENDITURES--CURRENT:							
COMPENSATION & BENEFITS	1,663,364.16					1,663,364.16	
SUPPLIES	130,229.42			57,210.12		187,439.54	
PROFESSIONAL SERVICES	49,915.18			3,084.96		53,000.14	
COMMUNICATION & TRANSPORTATION	72,819.06			74.70		72,893.76	
INSURANCE	5,939.00			25,259.00		31,198.00	
UTILITY SERVICES	158,273.49					158,273.49	
REPAIRS & MAINTENANCE	82,242.72			151,696.78		233,939.50	
LEASING & MISCELLANEOUS SERVICES	103,936.14					103,936.14	
EXPENDITURES--CAPITAL OUTLAY:						0.00	
GENERAL FIXED ASSETS	66,892.55			87,239.40		154,131.95	
LIBRARY MATERIALS	561,059.37	447.49				561,506.86	
EXPENDITURES--DEBT SERVICE:						0.00	
PRINCIPAL RETIREMENT			145,000.00			145,000.00	
INTEREST CHARGES			127,553.96			127,553.96	
TOTAL EXPENDITURES	2,894,671.09	447.49	272,553.96	324,564.96	0.00	3,492,237.50	0.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	22,538.10	(25.86)	129,491.04	(235,191.50)	40.66	(83,147.56)	0.00
OTHER FINANCING SOURCES (USES):							
PROCEEDS OF G. O. BONDS						0.00	
OPERATING TRANSFERS IN	101,000.00		63,033.39			164,033.39	
OPERATING TRANSFERS OUT	(63,033.39)		(101,000.00)			(164,033.39)	
TOTAL OTHER FINANCING SOURCES (USES):	37,966.61	0.00	(37,966.61)	0.00	0.00	0.00	0.00
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	60,504.71	(25.86)	91,524.43	(235,191.50)	40.66	(83,147.56)	0.00
FUND BALANCES-JANUARY 1, 1987	413,501.79	2,052.03	(61,523.39)	2,847,272.52	3,120.52	3,204,423.47	
FUND BALANCE ADJUSTMENTS FROM JAN 1	17,985.35		330,005.57	(30,950.60)		317,040.32	
FUND BALANCES-MAY 31, 1987	491,991.85	2,026.17	360,006.61	2,581,130.42	3,161.18	3,438,316.23	0.00

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

FUND TRANSFER RESOLUTION)
) No. 1987-9

WHEREAS, the current cash resources of the Allen County Public Library are insufficient to meet current operating expenses of the library, and

WHEREAS, there will come into the library district on or about December 31, 1987 tax revenues for the current year sufficient to meet all budgeted expenses of the library, now, therefore

BE IT RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that:

Section 1. In anticipation of the receipt of tax revenues noted above, the sum of $37,966.61 be temporarily transferred from the Bond and Interest Redemption Fund to the General Fund;

Section 2. The sum specified in Section 1 shall be returned to the Bond and Interest Redemption Fund when it is needed to meet the obligations of that fund, but not later than December 31, 1987.

Adopted this 29th day of June, 1987.

Lu Ann Beaman

Lu Ann Beaman, President

Patricia E. Riley

Patricia E. Riley, Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

RESOLUTION TO ADVERTISE A REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES RELATIVE TO EXPANSION AND RENOVATION OF THE MAIN LIBRARY CHILDREN'S DEPARTMENT	)	No. 1987-10

WHEREAS, It is necessary to expand and renovate the Children's Department in the main library to provide adequate service to library patrons, and

WHEREAS, Professional architectural services will be required to design and supervise the contemplated expansion and renovation of this department, it is, therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that it is expedient and in the best public interest to employ architectural services for this project, and, it is further

RESOLVED, That a notice be published pursuant to I.C. 5-16-11.1-4 informing interested parties that certain professional architectural services are required by the board, and setting forth the conditions under which proposals to provide such services will be received and considered.

Adopted this 29th day of June, 1987.

LuAnn Beaman

LuAnn Beaman, President

Patricia E. Riley

Patricia E. Riley, Secretary

EXECUTIVE SESSION
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
July 8, 1987
9:00 a.m.

Agenda

1. Adoption of the agenda

2. Executive session to discuss matters relating to real estate

3. Public session

   A. Resolution authorizing an account with Summcorp Financial Securities, Inc.

4. Other business

5. Adjournment

Minutes
SPECIAL SESSION
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
July 8, 1987

Present: Mrs. Beaman, Mrs. Gates, Mrs. Koehlinger, Mr. McMahan

Absent: Mr. Coleman, Mr. Andorfer, Mrs. Riley

The Board of Library Trustees of the Allen County Public Library met in special session on Wednesday, July 8, 1987, at 11:00 a.m. following an executive session held by the board. Mrs. Beaman presided. Mrs. Gates was appointed secretary pro tempore.

Mrs. Koehlinger moved the adoption of Resolution No. 1987-11, A RESOLUTION AUTHORIZING AN ACCOUNT WITH SUMMCORP FINANCIAL SECURITIES, INC. FOR THE PURPOSE OF INVESTING IN CERTAIN U. S. GOVERNMENT SECURITIES. The motion for adoption carried, and the resolution so adopted is appended to and made a part of these minutes.

Lu Ann Beaman

Lu Ann Beaman, President

Rae Gates

Rae Gates, Secretary pro tempore

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

RESOLUTION AUTHORIZING AN ACCOUNT WITH	)	
SUMMCORP FINANCIAL SECURITIES, INC.,	)	No. 1987-11
FOR THE PURPOSE OF INVESTING IN	)	
CERTAIN U. S. GOVERNMENT SECURITIES	)	

WHEREAS, The Allen County Public Library is duly authorized by the laws of the state of Indiana to deal in insured certificates of deposit and securities backed by the full faith and credit of the United States Government, now, therefore, be it

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the library open an account with Summcorp Financial Services, Inc., and that Douglas M. Lehman, as treasurer, on behalf of the Allen County Public Library, (1) give orders in the said account for the purchase, sale or other disposition of certificates of deposit and U. S. Government securities, (2) deliver to and receive from BHC Securities, Inc. on behalf of the Allen County Public Library said certificates of deposit and U. S. Government Securities, (3) sign, make, execute, and deliver all written endorsements and documents necessary or proper to effectuate the authority hereby conferred; the within authorization of the said officer to remain in full force and effect until written notice of the revocation thereof shall have been received by Summcorp Financial Services.

Adopted this 8th day of July, 1987.

Lu Ann Beaman

Lu Ann Beaman, President

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AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
July 23, 1987
3:00 p.m.
Tecumseh Branch Library
1411 East State Street

1. Roll call

2. Adoption of the agenda

3. Approval of the minutes of the June 29, 1987 regular meeting and the July 8 executive session and special meeting

4. Reception of the financial report for June 1987

5. Report of the Director

6. Committee reports

7. Personnel - Appointments

8. Budget presentation and discussion

9. Resolution #1987-12 - To Approve the Library Budget Estimate for the General Fund for 1988

10. Resolution #1987-13 - To Approve the Library Budget Estimate for the Bond and Interest Redemption Fund for 1988

11. Resolution #1987-14 - To Publish a Notice to Taxpayers of Budget Estimates and Tax Rates

12. Approval of joint promotional activity

13. Amendment to CLSI contract

14. Approval of payment of bills

15. Other business

16. Adjournment

MINUTES
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
July 23, 1987
3:00 p.m.
Tecumseh Branch Library

Present: Mrs. Beaman, Mrs. Koehlinger, Mrs. Gates, Mrs. Riley, Mr. Andorfer, Mr. McMahan

Absent: Mr. Coleman

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, July 23, 1987, at 3:00 p.m. at the Tecumseh Branch Library with Mrs. Beaman presiding.

On motion of Mr. McMahan, the agenda was adopted as distributed. On motion of Mrs. Gates, the minutes of the June 29, 1987 regular meeting, the July 8, 1987 executive session, and the July 8, 1987 special meeting were approved.

Mr. Lehman presented the monthly financial report for June and, on motion of Mr. McMahan, the report was received.

Mr. Krull reported as follows:

> Conversion of bibliographic records for the library's automation system is underway. Shelflist cards are being sent to the AMIGOS Bibliographic Council in Dallas, Texas, where operators key data onto floppy disks by means of microcomputers. Floppy disks are then sent to OCLC in Columbus, Ohio to be matched against the OCLC online union catalog. The end result will be magnetic tapes containing the library's catalog records which will be returned to Fort Wayne for loading into the computer at the library.
>
> Since the beginning of the Allen County Public Library Foundation's "Legacy of Knowledge" campaign in March of this year, more than $800,000 has been received in new gifts and pledges. Since approximately $300,000 in matching funds was received prior to March, the campaign has now more than satisfied the NEH matching requirement for the grant. However, because some of the pledges are payable over three to ten years, the cash goal required by NEH will not be received by the grant deadline of July 31, 1988. In order to achieve this cash match, pledges and contributions over and above those already received will continue to be solicited.

Mrs. Gates, chairman of the Branch Development Committee, reported that a resolution would be introduced later in the agenda regarding a facilities survey of library properties.

Mr. McMahan moved the approval of the following appointments and the motion carried:

Gayle Topp	Order assistant, Acquisitions Services	#557	$11,413.74
Nancy Bock	Security supervisor Security Services	#525	$14,865.50
Kelley Green	Housekeeping Supervisor Housekeeping Services	#471	$14,865.50

Mr. Krull presented a proposed budget for 1988 for the library General Fund and the Bond and Interest Redemption Fund. After discussion, Mr. McMahan moved the adoption of Resolution No. 1987-12, A RESOLUTION TO APPROVE THE LIBRARY BUDGET ESTIMATE FOR THE GENERAL FUND FOR THE CALENDAR YEAR ENDING DECEMBER 31, 1988. The motion for adoption carried and the resolution so adopted is appended to and made a part of these minutes.

Then on motion of Mr. McMahan, the board adopted Resolution No. 1987-13, A RESOLUTION TO APPROVE THE LIBRARY BUDGET ESTIMATE FOR THE BOND AND INTEREST REDEMPTION FUND FOR THE CALENDAR YEAR ENDING DECEMBER 31, 1988. This resolution is appended to and made a part of these minutes.

Mr. McMahan moved the adoption of Resolution No. 1987-14, A RESOLUTION TO PUBLISH A NOTICE TO TAXPAYERS OF BUDGET ESTIMATES AND TAX RATES. The motion carried. The resolution so adopted is appended to and made a part of these minutes.

On motion of Mrs. Riley, joint promotional activities with the following organizations were approved by the board:

Business or Organization	Donation
Noble Romans	Free pizza, refreshments for the final party-dance
Ft. Wayne Park Department	Free McMillan skating passes
Holt Athletic	Free sweatshirt
Village Bowl	Free passes
Mallers-Spirou Theatres	Free passes
Georgetown Bowl	Free passes
National Record Mart	Free demonstration records
The Shack	$10 gift certificate
Pepsi Bottlers RKO	Free 8-packs
Pizza Hut	Free pizza
Roller Dome	Free passes (also free passes to be given out at each branch to high readers, etc.)
WAJI Radio	Free coffee mugs
Ft. Wayne Children's Zoo	Free admission passes
McDonald's	Free food coupons
Showbiz Pizza	Free family dinner
WYKE Radio	Free demonstration records, free Mr. Donut products, 2 passes to Diamond Jim's

Historic Fort Wayne	Free admission passes
Diamond Jim's	Free waterpark admission
Waldenbooks	Gift certificate
Reader's World	Gift certificate
Wooden Nickel	Free demonstration records
Dairy Queen - New Haven	Free food coupons
Dairy Queen - Fort Wayne	Free food coupons
New Haven Parks & Rec. Board	Free pool passes
Whippy Dip - Monroeville	Free ice cream cone coupons
McDonald's - New Haven	Ronald Magic Act, refreshments, small prize items

Mr. McMahan moved the approval of an amendment dated July 15, 1987 to the library's contract with CLSI, Inc., "Agreement for the Sale of Data Processing Equipment and a License of Software," dated October 30, 1986 (the "Agreement") as follows: Delete Appendix A, Schedule 9 of the "Agreement" in its entirety and substitute therefor as a new Appendix A, Schedule 9, Exhibit A. The amended portions are to be so noted and inserted into the master contract on file in the office of the Director. The motion carried.

Mr. Krull certified that the following bills, summarized below, were true and correct and supported by appropriate documentation to the best of his knowledge and belief:

Manual Checks & Wires: July	$ 291,697.50
Gross Payrolls:	
June 26	117,211.70
July 10	133,823.10
Accounts Payable Batches:	
June 26	294,907.73
July 02	65,189.44
July 10	80,910.13
July 14	(195.00)
July 17	112,550.35
Check Runs Subtotal - $ 553,362.65	
Grand Total	$1,116,094.95

Then on motion of Mrs. Koehlinger the bills were approved for payment, and the signed register of bills paid was ordered to be filed for audit.

Mrs. Gates introduced and moved the adoption of Resolution No. 1987-15, A RESOLUTION TO ADVERTISE A REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES RELATIVE TO A FACILITIES SURVEY OF THE BUILDINGS IN THE ALLEN COUNTY PUBLIC LIBRARY SYSTEM. The motion for adoption carried and the resolution is appended to and made a part of these minutes.

There being no further business to come before the board, the meeting adjourned at 3:45 p.m.

Lu Ann Beaman

Lu Ann Beaman, President

Patricia E. Riley

Patricia Riley, Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

A RESOLUTION TO APPROVE THE LIBRARY BUDGET ESTIMATE FOR THE GENERAL FUND FOR THE CALENDAR YEAR ENDING DECEMBER 31, 1988	)	No. 1987-12

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the Library Budget Estimate for the General Fund for the Calendar Year Ending December 31, 1988 as contained in the following Library Budget Form No. 1 and appended schedules consisting of four pages, and aggregating $7,890,000 is hereby approved, as witnessed by the signatures of the Board of Library Trustees affixed thereto this 23rd day of July, 1987.

Adopted this 23rd day of July, 1987.

Lu Ann Beaman

Lu Ann Beaman, President

Patricia E Riley

Patricia E. Riley, Secretary

Prescribed by State Board of Accounts

Resolution No. 1987-12

Library Budged Form No. 1 (Rev. 1982)

LIBRARY BUDGET ESTIMATE

For The Calendar Year Ending December 31, 1988

Allen County Public Library

Allen County

Prepare a separate estimate for each fund. GENERAL FUND	Items	Total Estimate	Approved
1 Personal Services			
Salaries and Wages			
Salary of Librarian			
Salary of Assistants			
Salary of Treasurer			
Wages of Janitors			
Employee Benefits			
Employer's Share - F.I.C.A.			
Unemployment Compensation			
Employer's Contribution - P.E.R.F.			
Employer's Contribution - Group Insurance			
Sick Pay			
Other Employee Benefits			
Other Personal Services			
Total Personal Services		4,119,295	
2. Supplies			
Office Supplies			
Official Records			
Stationery and Printing			
Other Office Supplies			
Operating Supplies			
Cleaning and Sanitation Supplies			
Fuel, Oil and Lubricants			
Other Operating Supplies			
Repair and Maintenance Supplies			
Building Materials and Supplies			
Paint and Painting Supplies			
Repair Parts			
Other Repair and Maintenance Supplies			
Other Supplies			
Total Supplies		300,000	
3. Other Services and Charges			
Professional Services			
Consulting Services			
Engineering and Architectural Services			
Legal Services			
Other Professional Services			
Communication and Transportation			
Telephone and Telegraph			
Postage			
Traveling Expense			
Professional Meetings			
Freight and Express			
Printing and Advertising			
Advertising and Publication of Notices			
Printing, Other Than Office Supplies			
Insurance			
Official Bonds			
Other Insurance			

3. Other Services and Charges (continued)	Items	Total Estimate	Approved
Utility Services			
Gas			
Electricity			
Water			
Waste Disposal Services			
Repairs and Maintenance			
Buildings and Structures			
Equipment			
Rentals			
Real Estate			
Equipment			
Debt Service			
Payment of Bonds			
Interest - Bonds			
Other			
Dues			
Interest on Temporary Loans			
Taxes and Assessments			
Transfer to Library Improvement Reserve Fund			
_____			
_____			
_____			
Total Other Services and Charges		1,406,100	
4. Capital Outlays			
Land			
Buildings			
Improvements Other Than Buildings			
Furniture and Equipment			
Other Capital Outlays			
Books			
Periodicals and Newspapers			
Nonprinted Materials (Microforms & Audio-visuals)			
Total Capital Outlays		2,064,605	
Fund Total		7,890.000	

We hereby certify that the foregoing is true and fair estimate of the necessary expense of the Allen County Public Library Library for the calendar year 1988 for the purposes therein specified.

Date this 23rd day of July 1987

Members of Library Board

Members of Library Board

A.E. BOYCE CO., MUNCIE, IND. 0763

RESOLUTION NO. 1987-12

ALLEN COUNTY PUBLIC LIBRARY

LIBRARY BUDGET ESTIMATE FOR 1988
GENERAL FUND

1000	PERSONAL SERVICES	
1100	SALARIES	
1101	TIME WORKED	2,297,000
1102	OVERTIME	6,000
1103	VACATION	168,500
1104	SICK PAY	66,400
1105	DISABILITY PAY	8,100
1106	HOLIDAY PAY	81,400
1107	JURY DUTY	200
1108	DEATH IN FAMILY	3,400
1109	TRAVEL/MEETINGS	40,800
1110	SUNDAY PREMIUM	12,000
1111	TAXABLE FRINGE BENEFITS	0
1112	RELOCATION	2,000
	TOTAL 1100	2,685,800
1200	HOURLY WAGES	
1201	TIME WORKED	685,400
1202	OVERTIME	1,000
1203	VACATION	20,800
1204	SICK PAY	1,800
1205	DISABILITY PAY	0
1206	HOLIDAY PAY	13,000
1207	JURY DUTY	110
1208	DEATH IN FAMILY	700
1209	TRAVEL/MEETINGS	1,825
1210	MISCELLANEOUS	0
	TOTAL 1200	724,635
1300	SUMMER WAGES	
1301	TIME WORKED	115,000
1302	OVERTIME	0
	TOTAL 1300	115,000
1400	SHORT-TERM ACPL STAFF	
1401	TIME WORKED	22,000
1402	OVERTIME	0
	TOTAL 1400	22,000
1500	EMPLOYER PAID BENEFITS	
1501	EMPLOYER FICA	265,500
1502	UNEMPLOYMENT REIMBURSEMENT	5,400
1503	EMPLOYER PERF	127,500
1504	GROUP INSURANCE	173,460
	TOTAL 1500	571,860

TOTAL 1000 PERSONAL SERVICES		4,119,295
2000 SUPPLIES		
2100 OFFICE SUPPLIES		
2101	OFFICE SUPPLIES	65,000
	TOTAL 2100	65,000
2200 OPERATING SUPPLIES		
2201	CLEANING SUPPLIES	15,000
2202	VEHICLE FUEL	13,000
2203	HEATING OIL	10,000
2204	COPIER SUPPLIES	34,500
2205	LIBRARY MATERIALS SUPPLIES	13,000
2206	MATERIALS ACCESS SUPPLIES	16,000
2207	CRAFT SUPPLIES	5,500
2208	OTHER OPERATING SUPPLIES	92,000
	TOTAL 2200	200,000
2300 REPAIR & MAINTENANCE SUPPLIES		
2301	MAINTENANCE SUPPLIES	18,000
2302	REPAIR PARTS	17,000
	TOTAL 2300	35,000
TOTAL 2000 SUPPLIES		300,000
3000 OTHER SERVICES & CHARGES		
3100 PROFESSIONAL SERVICES		
3101	CONSULTING	37,000
3102	ENGINEERING & ARCH. SERVICES	5,000
3103	LEGAL SERVICES	2,500
3104	PROGRAM PRESENTERS	5,500
3105	TEMPORARY HELP SERVICES	47,000
3106	OTHER PROFESSIONAL SERVICES	8,000
	TOTAL 3100	105,000
3200 COMMUNICATION & TRANSP. SERV.		
3201	TELEPHONE SERVICE	85,000
3202	POSTAGE & SHIPPING	58,000
3203	TRAVEL & MEETINGS	26,000
3204	RELOCATION (SEE 1112)	0
3205	RECRUITING	4,500
3206	TRAINING & DEVELOPMENT	15,000
	TOTAL 3200	188,500
3300 PRINTING & ADVERTISING		
3301	PUBLICATION OF LEGAL NOTICES	700
3302	PRINTING OTHER THAN OFC. SUPP.	9,000
	TOTAL 3300	9,700
3400 INSURANCE		

3401	INSURANCE	110,000
	TOTAL 3400	110,000
3500	UTILITY SERVICES	
3501	NATURAL GAS	92,600
3502	ELECTRICITY	272,000
3503	WATER & SEWER	9,000
3504	TRASH DISPOSAL	6,400
	TOTAL 3500	380,000
3600	REPAIRS & MAINTENANCE	
3601	BUILDING & STRUCTURES REPAIR	80,000
3602	HVAC SERVICES	17,000
3603	LANDSCAPING SERVICES	16,000
3604	COMPUTER MAINTENANCE	135,000
3605	COPIER SERVICES	25,000
3606	VEHICLE SERVICES	23,000
3607	OTHER EQUIPMENT SERVICES	50,000
	TOTAL 3600	346,000
3700	RENTALS	
3701	REAL ESTATE RENTAL	2,700
3702	EQUIPMENT RENTAL/LEASING	44,000
	TOTAL 3700	46,700
3800	DEBT SERVICE	
3801	LONG-TERM DEBT PRINCIPAL	0
3802	INTEREST ON LONG-TERM DEBT	0
	TOTAL 3800	0
3900	MISC. SERVICES & CHARGES	
3901	DUES & MEMBERSHIPS	6,900
3902	INTEREST ON TEMPORARY LOANS	50,000
3903	TAXES & ASSESSMENTS	3,300
3904	TRANSFER TO LIRF	0
3905	MATERIALS CONSERVATION SERV.	50,000
3906	COMPUTER SERVICES	110,000
3907	OTHER	0
	TOTAL 3900	220,200
TOTAL 3000 OTHER SERVICES & CHARGES		1,406,100
4000	CAPITAL OUTLAYS	
4400	EXP. FOR GEN. FIXED ASSETS	
4401	FURNITURE & EQUIPMENT	222,710
4403	COMPUTER EQUIPMENT	10,000
4405	TELEVISION EQUIPMENT	10,000
4407	VEHICLES	30,000
4409	BUILDINGS	0
4411	LAND	0
	TOTAL 4400	272,710

4500	EXP. FOR LIBRARY COLLECTION	
4510	BOOKS	1,431,895
4520	PERIODICALS	200,000
4530	NON-PRINT MATERIALS	160,000
	TOTAL 4500	1,791,895
TOTAL 4000 CAPITAL OUTLAYS		2,064,605
TOTAL BUDGET		7,890,000

506 | | | 5 | |
ID | YEAR | CO | TYPE | KEY

ALLEN COUNTY PUBLIC LIBRARY ALLEN COUNTY, INDIANA

ESTIMATE OF MISCELLANEOUS REVENUES
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED 1988

PREPARE SEPARATE ESTIMATE FOR EACH FUND

GENERAL FUND SOURCE OF RECEIPTS	ESTIMATED AMOUNTS TO BE RECEIVED -A- July 1, 1987 to Dec. 31, 1987	-X- State Board of Tax Commissioners	-B- Jan. 1, 1988 to Dec. 31, 1988	-X- State Board of Tax Commissioners
SPECIAL TAXES:				
0201 Intangibles Tax - Banks and Building and Loan	76,304		76,300	
0202 License Excise Tax	273,368		633,400	
0203 CAGIT Certified Shares	-			
0204 CAGIT Property Tax Replacement Credit	-		XXXXXXXXXX	
0212 County Option Income Tax (COIT)	-			
OTHER REVENUE:				
1515 State Distribution	-			
4100 Fines and Fees	63,323		120,000	
2717 Photocopy Fees	62,513		120,000	
6101 Income From Trusts	-		-	
6100 Interest on Investments	27,605		35,000	
2716 County Contractual Library	-		-	
1418 Library Service Authority	-		1,800	
2705 Township Contracts (List)	-		-	
Parking Revenue	72,742		130,000	
Lost/Damaged Materials	6,549		10,000	
Other	16,493		30,000	
6400 Gifts and Bequests	2,916		5,000	
1419 Operating Grants (Specify Source)				
BASE			4,200	
State Student Ass't. Comm.			10,000	
Cable TV			20,000	
Capital Grants (Specify Source)				
Transfer From Operating Fund (For LIRF Only)				
Rental of Property	5,680		8,000	
Sale of Property				
9999 Total Columns A and B	607,493		1,203,700	

Note: Col. A is for the period from July 1 to December 31 of the present year.
Col. B is for the period from January 1 to December 31 of the incoming year.
Cols. X are reserved for the State Board of Tax Commissioners adjustments.

503
ID YEAR CO TYPE KEY FUND

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE

UNIT ON APPEAL [ ] TAXING UNIT ALLEN COUNTY PUBLIC LIBRARY COUNTY ALLEN

FUND GENERAL NET ASSESSED VALUATION 1,518,743,610 | 0 | 5 |

(This form is to be prepared for each fund that requires either a tax rate or an appropriation.)

(NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:	AMOUNTS USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND STATE TAX BOARD FINAL ACTION
1. Total budget estimate for incoming year	7,890,000			
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	3,454,700			
3. Additional appropriation necessary to be made July 1 to December 31 of present year				
4. Outstanding temporary loans to be paid not included in lines 2 or 3				
5. Total funds required (add lines 1, 2, 3 and 4)	11,344,700			
FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:				
6. Actual balance, June 30 of present year	69,611			
7. Taxes to be collected, present year (December Settlement)	3,458,633			
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File):				
a. Total Column A Budget Form 2	607,493			
b. Total Column B Budget Form 2	1,203,700			
9. Total Funds (add lines 6, 7, 8a and 8b)	5,339,437			
10. Net amount to be raised for expenses to December 31st of incoming year (deduct line 9 from line 5)	6,005,263			
11. Operating balance (not in excess of expense January 1st to June 30, less miscellaneous revenue for same period)	500,000			
12. Amount to be raised by tax levy (add lines 10 and 11)	6,505,263			
13. Property Tax Replacement Credit from Local Option Tax				
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)				
15. Levy Excess Fund Applied to Current Budget	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	
16. Net Amount to be Raised				
17. Net Tax Rate on Each One Hundred Dollars of Taxable Property	0.4284			

Note: [illegible]ase be sure total of amounts in lines 2, 3 and 4 do not excee[illegible]tal amounts in lines 6, 7 and 8a.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

A RESOLUTION TO APPROVE THE LIBRARY BUDGET ESTIMATES FOR THE BOND AND INTEREST REDEMPTION FUND FOR THE CALENDAR YEAR ENDING DECEMBER 31, 1988	)	No. 1987-13

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the Library Budget Estimate for the Bond and Interest Redemption Fund for the Calendar Year Ending December 31, 1988 as contained in the following Library Budget Form No. 1 and aggregating $672,298 is hereby approved, as witnessed by the signatures of the Board of Library Trustees affixed thereto this 23rd day of July, 1987.

Adopted this 23rd day of July, 1987.

Lu Ann Beaman

Lu Ann Beaman, President

Patricia E. Riley

Patricia E. Riley, Secretary

Prescribed by State Board of Accounts

Library Budged Form No. 1 (Rev. 1982)

Resolution No. 1987-13

LIBRARY BUDGET ESTIMATE

For The Calendar Year Ending December 31, 19 88

Allen County Public Library

Allen County

Prepare a separate estimate for each fund.

OND AND INTEREST REDEMPTION FUND

	Items	Total Estimate	Approved
1 Personal Services			
Salaries and Wages			
Salary of Librarian			
Salary of Assistants			
_____			
_____			
_____			
_____			
Salary of Treasurer			
Wages of Janitors			
Employee Benefits			
Employer's Share - F.I.C.A.			
Unemployment Compensation			
Employer's Contribution - P.E.R.F.			
Employer's Contribution - Group Insurance			
Sick Pay			
Other Employee Benefits			
Other Personal Services			
_____			
_____			
Total Personal Services			
2. Supplies			
Office Supplies			
Official Records			
Stationery and Printing			
Other Office Supplies			
Operating Supplies			
Cleaning and Sanitation Supplies			
Fuel, Oil and Lubricants			
Other Operating Supplies			
Repair and Maintenance Supplies			
Building Materials and Supplies			
Paint and Painting Supplies			
Repair Parts			
Other Repair and Maintenance Supplies			
Other Supplies			
_____			
_____			
Total Supplies			
3. Other Services and Charges			
Professional Services			
Consulting Services			
Engineering and Architectural Services			
Legal Services			
Other Professional Services			
Communication and Transportation			
Telephone and Telegraph			
Postage			
Traveling Expense			
Professional Meetings			
Freight and Express			
_____			
_____			
_____			
Printing and Advertising			
Advertising and Publication of Notices			
Printing, Other Than Office Supplies			
Insurance			
Official Bonds			
Other Insurance			

3. Other Services and Charges (continued)	Items	Total Estimate	Approved
Utility Services			
Gas			
Electricity			
Water			
Waste Disposal Services			
Repairs and Maintenance			
Buildings and Structures			
Equipment			
Rentals			
Real Estate			
Equipment			
Debt Service			
Payment of Bonds	400,000		
Interest - Bonds	272,298	672,298	
Other			
Dues			
Interest on Temporary Loans			
Taxes and Assessments			
Transfer to Library Improvement Reserve Fund			
_____			
_____			
_____			
Total Other Services and Charges		672,298	
4. Capital Outlays			
Land			
Buildings			
Improvements Other Than Buildings			
Furniture and Equipment			
Other Capital Outlays			
Books			
Periodicals and Newspapers			
Nonprinted Materials (Microforms & Audio-visuals)			
Total Capital Outlays			
Fund Total		672,298	

We hereby certify that the foregoing is true and fair estimate of the necessary expense of the Allen County Public

Library for the calendar year 19 88 for the purposes therein specified.

Date this 23rd day of July 1987

Members of Library Board

Members of Library Board

A.E. BOYCE CO., MUNCIE, IND. 0/63

506 ID | YEAR | CO | 5. TYPE | KEY

ALLEN COUNTY PUBLIC LIBRARY ALLEN COUNTY, INDIANA

ESTIMATE OF MISCELLANEOUS REVENUES
FROM SOURCES OTHER THAN GENERAL PROPERTY TAXES
FOR USE IN PREPARATION OF ESTIMATE OF FUNDS TO BE RAISED 1988

PREPARE SEPARATE ESTIMATE FOR EACH FUND

BOND AND INTEREST REDEMPTION FUND

SOURCE OF RECEIPTS	ESTIMATED AMOUNTS TO BE RECEIVED -A- July 1, 1987 to Dec. 31, 1987	-X- State Board of Tax Commissioners	-B- Jan. 1, 1988 to Dec. 31, 1988	-X- State Board of Tax Commissioners
SPECIAL TAXES:				
0201 Intangibles Tax - Banks and Building and Loan	11,454		11,500	
0202 License Excise Tax	41,074		95,100	
0203 CAGIT Certified Shares				
0204 CAGIT Property Tax Replacement Credit			XXXXXXXXXX	
0212 County Option Income Tax (COIT)				
OTHER REVENUE:				
1515 State Distribution				
4100 Fines and Fees				
2717 Photocopy Fees				
6101 Income From Trusts				
6100 Interest on Investments				
2716 County Contractual Library				
1418 Library Service Authority				
2705 Township Contracts (List)				
6400 Gifts and Bequests				
1419 Operating Grants (Specify Source)				
1430 Capital Grants (Specify Source)				
2707 Transfer From Operating Fund (For LIRF Only)				
4100 Rental of Property				
4101 Sale of Property				
9999 Total Columns A and B	52,528		106,600	

Note: Col. A is for the period from July 1 to December 31 of the present year.
Col. B is for the period from January 1 to December 31 of the incoming year.
Cols. X are reserved for the State Board of Tax Commissioners adjustments.

503
ID YEAR CO TYPE KEY FUND

BUDGET ESTIMATE - FINANCIAL STATEMENT - PROPOSED TAX RATE

UNIT ON APPEAL | | TAXING UNIT _____ COUNTY ALLEN

FUND BOND AND INTEREST REDEMPTION NET ASSESSED VALUATION 1,518,743,610 | 0 | 5 |

(This form is to be prepared for each fund that requires either a tax rate or an appropriation.)

(NOT TO BE PUBLISHED)

FUNDS REQUIRED FOR EXPENSES TO DECEMBER 31st OF INCOMING YEAR:	AMOUNTS USED TO COMPUTE PUBLISHED BUDGET	APPROPRIATING BODY	TAX ADJUSTMENT BOARD	CONTROL BOARD AND STATE TAX BOARD FINAL ACTION
1. Total budget estimate for incoming year	672,298			
2. Necessary expenditures, July 1 to December 31 of present year, to be made from appropriation unexpended	291,698			
3. Additional appropriation necessary to be made July 1 to December 31 of present year				
4. Outstanding temporary loans to be paid not included in lines 2 or 3				
5. Total funds required (add lines 1, 2, 3 and 4)	963,996			
FUNDS ON HAND AND TO BE RECEIVED FROM SOURCES OTHER THAN PROPOSED TAX LEVY:				
6. Actual balance, June 30 of present year	307,967			
7. Taxes to be collected, present year (December Settlement)	519,953			
8. Miscellaneous revenue to be received July 1 of present year to December 31 of incoming year (Schedule on File):				
a. Total Column A Budget Form 2	52,528			
b. Total Column B Budget Form 2	106,600			
9. Total Funds (add lines 6, 7, 8a and 8b)	987,048			
10. Net amount to be raised for expenses to December 31st of incoming year (deduct line 9 from line 5)	(23,052)			
11. Operating balance (not in excess of expense January 1st to June 30, less miscellaneous revenue for same period)	344,178			
12. Amount to be raised by tax levy (add lines 10 and 11)	321,126			
13. Property Tax Replacement Credit from Local Option Tax				
14. NET AMOUNT TO BE RAISED BY TAX LEVY (deduct line 13 from line 12)				
15. Levy Excess Fund Applied to Current Budget	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXXXXXX	
16. Net Amount to be Raised				
17. Net Tax Rate on Each One Hundred Dollars of Taxable Property	0.0212			

Note: [illegible]se be sure total of amounts in lines 2, 3 and 4 do not exceed [illegible]al amounts in lines 6, 7 and 8a.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

A RESOLUTION TO PUBLISH A NOTICE TO TAXPAYERS OF BUDGET ESTIMATES AND TAX RATES	))))	No. 1987-14

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the following Notice to Taxpayers of Budget Estimates and Tax Rates, consisting of one page, is hereby ordered to be published, according to law.

Adopted this 23rd day of July, 1987.

Lu Ann Beaman

Lu Ann Beaman, President

Patricia E. Riley

Patricia E. Riley, Secretary

NOTICE TO TAXPAYERS OF BUDGET ESTIMATES AND TAX RATES

In the matter of determining the tax rates for certain purposes by the Library Board of Allen County Public Library Allen County, Indiana. } Before the Library Board

Notice is hereby given to taxpayers of Allen County Public Library Allen County, Indiana, that the proper officers of said Library will conduct a public hearing at the Main Library, 900 Webster Street, Fort Wayne, Indiana on the 1988 Budget at 1:00 p.m. on August 12, 1987. Following this meeting, the aforementioned officers of said Library, will meet at the Main Library, 900 Webster Street, Fort Wayne, Indiana at 3:00 p.m. on August 27, 1987 to adopt the following Budget:

BUDGET ESTIMATES AND TAX RATES

FUNDS	BUDGET ESTIMATE	ESTIMATE OF FUNDS TO BE RAISED	PROPERTY TAX REPLACEMENT CREDIT	NET TAX RATE
Library Operating Fund	$ 7,890,000	$ 6,505,263	$	$ 0.4284
Library Improvement Reserve Fund	-	XXXXXXXXXXXX	XXXXXXXXXXXXX	XXXXXXXXXXXX
Bond and Interest Redemption Fund	672,298	321,126		0.0212
_____ Fund				
_____ Fund				
_____ Fund				
_____ Fund				
_____ Fund				
Totals	$	$	$	$

Taxpayers appearing shall have a right to be heard thereon. After the tax levies have been determined, and presented to the County Auditor not later than two days prior to the second Monday in September, and the levy fixed by the County Tax Adjustment Board, or on their failure so to do, by the County Auditor, ten or more taxpayers feeling themselves aggrieved by such levies, may appeal to the State Board of Tax Commissioners for further and final hearing thereon by filing of petition with the County Auditor on or before the tenth day after publication by the County Auditor of tax rates charged, and the State Board of Tax Commissioners will fix a date for hearing in this county.

President of Library Board

Secretary of Library Board

Treasurer of Library Board

Dated July 23, 1987

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

RESOLUTION TO ADVERTISE A REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES RELATIVE TO A FACILITIES SURVEY OF THE BUILDINGS IN THE ALLEN COUNTY PUBLIC LIBRARY SYSTEM	)	No. 1987-15

WHEREAS, The Board of Library Trustees has a responsibility to provide safe, efficient, attractive library facilities of adequate size and layout to deliver high quality library services to the citizens of Allen County, and

WHEREAS, There is a need to conduct a survey of existing library facilities to identify structural, mechanical, aesthetic, or other improvements that might be necessary to achieve this objective, it is, therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, that it is expedient and in the best public interest to employ architectural and/or engineering services for this project, and it is further

RESOLVED, That a notice be published pursuant to I.C. 5-16-11.1-4 informing interested parties that certain professional architectural and/or engineering services are required by the board, and setting forth the conditions under which proposals to provide such services will be received and considered.

Adopted this 23rd day of July, 1987.

Lu Ann Beaman

Lu Ann Beaman, President

Patricia E Riley

Patricia E. Riley, Secretary

ALLEN COUNTY PUBLIC LIBRARY

Public Hearing on the 1988 Budget

Wednesday, August 12, 1987

1:00 p.m.

Board Room, Main Library

A public hearing was held at 1:00 p.m. on August 12, 1987 in the board room of the main library, 900 Webster Street, Fort Wayne, Indiana on the Allen County Public Library budget for the calendar year ending December 31, 1988. Representing the library were Mrs. Riley, Mr. Krull, and Mr. Lehman. Mrs. Riley presided.

Mrs. Riley opened the hearing for public comment at 1:00 p.m. When no comments from any member of the public were received, the meeting was adjourned.

Patricia E. Riley

Patricia E. Riley, Secretary

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Thursday, August 27, 1987
3:00 p.m.
Room 4, Main Library

1. Roll call

2. Adoption of the agenda

3. Approval of the minutes of the July 23, 1987 regular meeting

4. Reception of the financial report for July 1987

5. Report of the Director

6. Committee reports

7. Personnel - Appointments

8. Resolution No. 1987-16 - To Adopt the Library Budgets and Tax Rates for the General Fund and the Bond and Interest Redemption Fund for the Calendar Year Ending December 31, 1988

9. Resolution #1987-17 - Resolution of Appropriations - General Fund

10. Resolution #1987-18 - Resolution of Appropriations - Bond and Interest Redemption Fund

11. Resolution #1987-19 - Resolution Levying Taxes and Fixing the Rate of Taxation for the Purpose of Raising Revenue to Meet the Necessary Expense for the Calendar Year Ending December 31, 1988

12. Resolution No. 1987-20 - To Approve a Contract with the Indiana State Library for Administration of a Library Services and Construction Act Grant in the Amount of $38,240 to Perform Services as a Subregional Library for the Blind and Physically Handicapped

13. Resolution No. 1987-21 - Resolution Authorizing a Temporary Loan for the General Fund

14. Resolution No. 1987-22 - A Resolution to Transfer Funds Temporarily From the Bond and Interest Redemption Funds to the General Fund

15. Approval of Maintenance Agreement with CLSI, Inc. for LIBS 100 Library Automation System

16. Approval of payment of bills

17. Other business

18. Adjournment

MINUTES
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
August 27, 1987
3:00 p.m.
Room 4, Main Library

Present: Mrs. Beaman, Mrs. Koehlinger, Mrs. Riley, Mr. Andorfer

Absent: Mr. Coleman, Mr. McMahan, Mrs. Gates

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, August 27, 1987, at 3:00 p.m. in Room 4 of the main library with Mrs. Beaman presiding.

On motion of Mrs. Riley, the agenda was adopted as distributed. On motion of Mr. Andorfer, the minutes of the July 23, 1987 regular meeting were approved as mailed. On motion of Mrs. Riley, the minutes of the August 12, 1987 public hearing on the 1988 budget were approved.

Mr. Lehman presented the monthly financial report for July and, on motion of Mr. Andorfer, the report was received.

Mr. Krull asked Mr. Fortriede to report on library service statistics. Mr. Fortriede noted that if the year-to-date trend continues, reference service for 1987 will finish with an increase of 5% - 8% over 1986. Circulation is projected to be up 5% over 1986, while hours worked by the staff will show little or no increase.

Mr. Krull reported that eleven architectural firms have submitted statements of qualifications in response to the publication of notice for professional services. Five firms have submitted proposals for both the children's room renovation and the facilities survey. Three firms have submitted for the facilities survey only and three firms have submitted for the children's room renovation only.

The Branch Development Committee and members of the staff will meet in the near future to begin the evaluation of the statements of qualifications. Mr. Krull further reported that the retrospective conversion of bibliographic records is proceeding on schedule. More than 200,000 records have now been sent to AMIGOS Bibliographic Council for conversion.

Mr. Krull completed his report by noting that the Allen County Public Library Foundation's Legacy of Knowledge campaign has now secured more than $890,000 in gifts and pledges since March of 1987. This is in addition to the $300,000 that was already pledged or collected when the campaign was launched.

On motion of Mrs. Riley, the following personnel actions were approved:

APPOINTMENTS TO THE AUTHORIZED STAFFING TABLE

Esther Schmuland	Children's clerk Hessen Cassel	#142	1.0 fte	$11,413.74
Kimberly Garwood	Manager, Tecumseh Branch	#210	1.0 fte	$23,227.36
Christine Lussier	Personnel assistant Personnel services	#251	1.0 fte	$15,500.00
Cheryl Hackworth	Community Relations Officer	#260	1.0 fte	$25,500.00

CHANGES TO THE AUTHORIZED STAFFING TABLE

Position #481	Housekeeper Housekeeping Services	from 30 hours to 40 hours per week

Annual increase of $379.48 in benefit liability to the library

Position #184	Page to clerk New Haven Branch	from Grade 1 - 12 hours a week to Grade 3 - 12 hours a week

Annual cost of $695.36 for pay and FICA

Position #571	Processing clerk Processing services	from Grade 2 - 40 hours a week to Grade 3 - 40 hours a week

Annual cost of $890.87 for pay, PERF, and FICA

Mrs. Koehlinger moved the adoption of Resolution No. 1987-16, A RESOLUTION TO ADOPT THE LIBRARY BUDGETS AND TAX RATES FOR THE GENERAL FUND AND THE BOND AND INTEREST REDEMPTION FUND FOR THE CALENDAR YEAR ENDING DECEMBER 31, 1988. The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. Andorfer moved the adoption of Resolution No. 1987-17, A RESOLUTION OF APPROPRIATIONS - GENERAL FUND. The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mrs. Riley moved the adoption of Resolution No. 1987-18, A RESOLUTION OF APPROPRIATIONS - BOND AND INTEREST REDEMPTION FUND. The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mrs. Koehlinger moved the adoption of Resolution No. 1987-19, A RESOLUTION LEVYING TAXES AND FIXING THE RATE OF TAXATION FOR THE PURPOSE OF RAISING REVENUE TO MEET THE NECESSARY EXPENSE FOR THE CALENDAR YEAR ENDING DECEMBER 31, 1988. The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. Andorfer moved the adoption of Resolution No. 1987-20, A RESOLUTION TO APPROVE A CONTRACT WITH THE INDIANA STATE LIBRARY FOR ADMINISTRATION OF A LIBRARY SERVICES AND CONSTRUCTION ACT GRANT IN THE AMOUNT OF $38,240 TO PERFORM SERVICES AS A SUBREGIONAL LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED. The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. Lehman presented three bids from commercial banks to extend a temporary loan to the library, not to exceed $2,000,000, for the remainder of 1987. The bids were as follows:

Summit Bank	7.75%
Lincoln National Bank	6.19%
Fort Wayne National Bank	6.00%

Mr. Andorfer moved the adoption of Resolution No. 1987-21, A RESOLUTION AUTHORIZING A TEMPORARY LOAN FOR THE GENERAL FUND FROM FORT WAYNE NATIONAL BANK. The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. Andorfer moved the adoption of Resolution No. 1987-22, A RESOLUTION TO TRANSFER FUNDS TEMPORARILY FROM THE BOND AND INTEREST REDEMPTION FUNDS TO THE GENERAL FUND. The motion carried and the resolution so adopted is appended to and made a part of these minutes.

On motion of Mr. Andorfer, the board approved a maintenance agreement with CLSI, Inc. for maintenance of the library's LIBS 100 Library Automation System and authorized Mr. Krull to execute this agreement which is to become a part of the library's general contract with CLSI.

Mr. Krull certified that the following bills, summarized below, were true and correct and supported by appropriate documentation to the best of his knowledge and belief:

Manual Checks & Wires: August	$ 0.00
Gross Payrolls:	
July 24	139,832.98
August 07	138,289.42
August 21	136,919.85
Accounts Payable Batches:	
July 24	46,265.18
July 27	(10.00)
July 31	37,316.20
August 07	203,773.72
August 14	56,244.12
August 21	114,653.47
Check Runs Subtotal - $ 458,242.69	
Grand Total	$ 873,284.94

Then on motion of Mrs. Koehlinger the bills were approved for payment, and the signed register of bills paid was ordered to be filed for audit.

There being no further business to come before the board, the meeting adjourned at 3:40 p.m.

Lu Ann Beaman

Lu Ann Beaman, President

Patricia Riley

Patricia Riley, Secretary

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED JULY 31, 1987

			CASH BASIS				GAAP BASIS			ENCUMBRANCE BASIS		
	APPROPRIATED 1987 BUDGET	YEAR-TO-DATE BUDGET	MONTH-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL	PERCENT REMAINING	ADJUSTMENTS TO GAAP BASIS	YEAR-TO-DATE ACTUAL	PERCENT REMAINING	ADJUSTMENTS TO ENCUMBERED BASIS	YEAR-TO-DATE ENCUMBERED	UNENCUMBERED BALANCE	PERCENT REMAINING
REVENUES:												
AUTO EXCISE TAX	536,130	263,776	89,197.32	449,197.32	16.21%		449,197.32	16.21%				
REAL PROPERTY TAX LEVY	5,564,677	2,737,821	128,130.42	2,910,396.42	47.70%		2,910,396.42	47.70%				
INTANGIBLES TAX	80,033	39,376	52,989.25	52,989.25	33.79%		52,989.25	33.79%				
PHOTOCOPYING FEES	120,000	70,001	9,000.21	66,487.04	44.59%		66,487.04	44.59%				
EXTENDED USE FEES	120,000	70,001	7,815.12	64,492.13	46.26%		64,492.13	46.26%				
INTERGOVERNMENTAL REVENUE	34,200	20,897	33,701.20	114,509.60	-234.82%		114,509.60	-234.82%				
PARKING FEES	130,000	75,835	9,199.16	66,457.00	48.88%		66,457.00	48.88%				
RENTAL INCOME	9,800	5,717	0.00	4,120.00	57.96%		4,120.00	57.96%				
GIFTS & DONATIONS	5,000	2,917	0.00	2,092.00	58.16%		2,092.00	58.16%				
INTEREST	35,000	17,220	3,187.47	10,582.65	69.76%	1,518.00	12,100.65	65.43%				
OTHER REVENUES	40,000	23,335	1,962.56	18,941.98	52.65%		18,941.98	52.65%				
TOTAL REVENUES	6,674,840	3,326,896	335,182.71	3,760,265.39	43.67%	1,518.00	3,761,783.39	43.64%				
EXPENDITURES:												
CURRENT:												
TOTAL COMPENSATION	3,200,000	1,854,052	273,656.08	1,867,155.93	41.65%	133,694.18	2,000,850.11	37.47%	2,443.89	2,003,294.00	1,196,706.00	37.40%
EMPLOYEE BENEFITS	510,000	314,596	32,867.58	297,541.24	41.66%	56,660.63	354,201.87	30.55%		354,201.87	155,798.13	30.55%
TOTAL PERSONAL SERVICES	3,710,000	2,168,648	306,523.66	2,164,697.17	41.65%	190,354.81	2,355,051.98	36.52%	2,443.89	2,357,495.87	1,352,504.13	36.46%
OFFICE SUPPLIES	55,200	32,203	524.34	26,916.91	51.24%	3,141.32	30,058.23	45.55%	1,526.93	31,585.16	23,614.84	42.78%
OPERATING SUPPLIES	169,800	102,370	17,479.26	130,587.51	23.09%	7,796.46	138,383.97	18.50%	20,662.47	159,046.44	10,753.56	6.33%
MAINTENANCE SUPPLIES	42,000	24,501	1,092.72	14,105.78	66.41%	3,180.27	17,286.05	58.84%	680.64	17,966.69	24,033.31	57.22%
TOTAL SUPPLIES	267,000	159,074	19,096.32	171,610.20	35.73%	14,118.05	185,728.25	30.44%	22,870.04	208,598.29	58,401.71	21.87%
PROFESSIONAL SERVICES	89,675	52,312	4,720.27	64,624.14	27.94%	6,613.83	71,237.97	20.56%	3,598.10	74,836.07	14,838.93	16.55%
COMMUNICATION & TRANSPORTATION	150,000	87,503	15,593.24	102,591.34	31.61%	1,352.26	103,943.60	30.70%	0.00	103,943.60	46,056.40	30.70%
PRINTING & ADVERTISING	8,600	5,017	314.00	1,748.95	79.66%	193.25	1,942.20	77.42%	71.00	2,013.20	6,586.80	76.59%
INSURANCE	100,000	0	0.00	4,764.00	95.24%	1,150.00	5,914.00	94.09%	0.00	5,914.00	94,086.00	94.09%
UTILITY SERVICES	380,000	232,405	30,306.21	215,562.36	43.27%	3,377.86	218,940.22	42.38%	3,282.00	222,222.22	157,777.78	41.52%
REPAIRS & MAINTENANCE	315,259	184,906	7,492.48	100,440.77	68.14%	15,720.55	116,161.32	63.15%	39,700.61	155,861.93	159,397.07	50.56%
LEASING & RENTALS	46,488	27,118	2,939.31	27,446.82	40.96%	1,198.41	28,645.23	38.38%	23,100.88	51,746.11	(5,258.11)	-11.31%
MISCELLANEOUS SERVICES	103,200	59,951	1,989.52	106,334.21	-3.04%	8,469.31	114,803.52	-11.24%	452.85	115,256.37	(12,056.37)	-11.68%
TOTAL OTHER SERVICES & CHARGES	1,193,222	649,212	63,355.03	623,512.59	47.75%	38,075.47	661,588.06	44.55%	70,205.44	731,793.50	461,428.50	38.67%
CAPITAL OUTLAYS:												
GENERAL FIXED ASSETS	230,000	84,596	9,070.62	78,770.67	65.75%	5,981.77	84,752.44	63.15%	19,172.75	103,925.19	126,074.81	54.82%
BOOKS	920,697	537,090	53,060.84	567,496.37	38.36%	62,188.91	629,685.28	31.61%	91,405.78	721,091.06	199,605.94	21.68%
PERIODICALS	210,000	122,504	3,253.05	69,962.70	66.68%	7,925.77	77,888.47	62.91%		77,888.47	132,111.53	62.91%
NON-PRINT MATERIALS	145,000	84,586	2,471.48	65,218.51	55.02%	8,492.52	73,711.03	49.16%	11,856.13	85,567.16	59,432.84	40.99%
TOTAL CAPITAL OUTLAYS	1,505,697	828,766	67,855.99	781,448.25	48.10%	84,588.97	866,037.22	42.48%	122,434.66	988,471.88	517,225.12	34.35%
TOTAL EXPENDITURES	6,675,919	3,805,700	456,831.00	3,741,268.21	43.96%	327,137.30	4,068,405.51	39.06%	217,954.03	4,286,359.54	2,389,559.46	35.79%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,079)	(478,804)	(121,648.29)	18,997.18		(325,619.30)	(306,622.12)					

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
FOR THE YEAR-TO-DATE AT JULY 31, 1987

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	JULY 31, 1987	JULY 31, 1986
ASSETS									
CASH ON DEPOSIT	34,649.45	1,631.62	157,529.09	265,846.88	3,202.82			462,859.86	
CASH ON HAND	3,151.75							3,151.75	
CASH WITH FISCAL AGENT			21,480.00					21,480.00	
INVESTMENTS AT COST OR AMORTIZED COST	498,086.10			2,085,970.00				2,584,056.10	
TAXES DUE FROM COUNTY GOVERNMENT								0.00	
ACCRUED INTEREST	1,518.00			34,890.15				36,408.15	
DUE FROM OTHER GOVERNMENTS	7,418.40							7,418.40	
DUE FROM OTHER FUNDS								0.00	
PREPAID EXPENDITURES	12,063.00							12,063.00	
FIXED ASSETS:									
LAND						1,427,900.48		1,427,900.48	
BUILDINGS						7,782,544.69		7,782,544.69	
ACCUMULATED DEPRECIATION						(2,636,834.09)		(2,636,834.09)	
FURNITURE AND EQUIPMENT						3,481,937.61		3,481,937.61	
ACCUMULATED DEPRECIATION						(2,842,895.62)		(2,842,895.62)	
AVAILABLE IN DEBT SERVICE FUND							178,186.59	178,186.59	
AMOUNT TO BE PROVIDED--RETIREMENT OF L/T DEBT							4,146,813.41	4,146,813.41	
AMOUNT TO BE PROVIDED--VACATION PAY LIABILITY							212,578.00	212,578.00	
TOTAL ASSETS	556,886.70	1,631.62	179,009.09	2,386,707.03	3,202.82	7,212,653.07	4,537,578.00	14,877,668.33	0.00
LIABILITIES & FUND EQUITY									
LIABILITIES:									
ACCOUNTS PAYABLE	144,509.66	247.00		778.00				145,534.66	
TEMPORARY LOANS/FINANCING								0.00	
ACCRUED WAGES & BENEFITS	184,287.85						212,578.00	396,865.85	
UNREMITTED WITHHOLDINGS	38,217.73							38,217.73	
RECORD DEPOSITS PAYABLE	25,379.55							25,379.55	
DUE TO OTHER FUNDS								0.00	
MATURED BONDS PAYABLE								0.00	
MATURED INTEREST PAYABLE			822.50					822.50	
GENERAL OBLIGATION BONDS PAYABLE							4,325,000.00	4,325,000.00	
TOTAL LIABILITIES	392,394.79	247.00	822.50	778.00	0.00	0.00	4,537,578.00	4,931,820.29	0.00
FUND EQUITY:									
INVESTMENT IN GENERAL FIXED ASSETS						7,212,653.07		7,212,653.07	
FUND BALANCES:									
RESERVED FOR ENCUMBRANCES	217,954.03	741.00		1,958,032.64				2,176,727.67	
RESERVED FOR PREPAID ITEMS	12,063.00							12,063.00	
RESTRICTED-SPECIAL REVENUE		643.62						643.62	
DESIGNATED FOR DEBT SERVICE			178,186.59					178,186.59	
UNDESIGNATED	(65,525.12)			427,896.39	3,202.82			365,574.09	
TOTAL FUND EQUITY	164,491.91	1,384.62	178,186.59	2,385,929.03	3,202.82	7,212,653.07	0.00	9,945,848.04	0.00
TOTAL LIABILITIES & FUND EQUITY	556,886.70	1,631.62	179,009.09	2,386,707.03	3,202.82	7,212,653.07	4,537,578.00	14,877,668.33	0.00

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

ALLEN COUNTY PUBLIC LIBRARY
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED JULY 31, 1987

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	EXPENDABLE TRUST	YEAR-TO-DATE JULY 31, 1987	JULY 31, 1987
REVENUES:							
AUTO EXCISE TAX	449,197.32		67,428.60			516,625.92	
REAL PROPERTY TAX LEVY	2,910,396.42		436,877.19			3,347,273.61	
INTANGIBLES TAX	52,989.25		7,954.19			60,943.44	
USER FEES	130,979.17					130,979.17	
INTERGOVERNMENTAL REVENUE	114,509.60					114,509.60	
PARKING FEES	66,457.00					66,457.00	
GIFTS & DONATIONS	2,092.00	534.08				2,626.08	
INTEREST	12,100.65			120,115.76	82.30	132,298.71	
OTHER REVENUES	23,061.98					23,061.98	
TOTAL REVENUES	3,761,783.39	534.08	512,259.98	120,115.76	82.30	4,394,775.51	0.00
EXPENDITURES--CURRENT:							
COMPENSATION & BENEFITS	2,355,051.98					2,355,051.98	
SUPPLIES	185,728.25			57,353.64		243,081.89	
PROFESSIONAL SERVICES	71,237.97			4,185.96		75,423.93	
COMMUNICATION & TRANSPORTATION	105,885.80			1,015.20		106,901.00	
INSURANCE	5,914.00			25,259.00		31,173.00	
UTILITY SERVICES	218,940.22					218,940.22	
REPAIRS & MAINTENANCE	116,161.32			154,126.23		270,287.55	
LEASING & MISCELLANEOUS SERVICES	143,448.75					143,448.75	
EXPENDITURES--CAPITAL OUTLAY:						0.00	
GENERAL FIXED ASSETS	84,752.44			282,590.62		367,343.06	
LIBRARY MATERIALS	781,284.78	954.49		25,200.00		807,439.27	
EXPENDITURES--DEBT SERVICE:						0.00	
PRINCIPAL RETIREMENT			295,000.00			295,000.00	
INTEREST CHARGES			269,251.46			269,251.46	
TOTAL EXPENDITURES	4,068,405.51	954.49	564,251.46	549,730.65	0.00	5,183,342.11	0.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(306,622.12)	(420.41)	(51,991.48)	(429,614.89)	82.30	(788,566.60)	0.00
OTHER FINANCING SOURCES (USES):							
PROCEEDS OF G. O. BONDS						0.00	
OPERATING TRANSFERS IN	101,000.00		101,000.00			202,000.00	
OPERATING TRANSFERS OUT	(101,000.00)	(247.00)	(101,000.00)	(778.00)		(203,025.00)	
TOTAL OTHER FINANCING SOURCES (USES):	0.00	(247.00)	0.00	(778.00)	0.00	(1,025.00)	0.00
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(306,622.12)	(667.41)	(51,991.48)	(430,392.89)	82.30	(789,591.60)	0.00
FUND BALANCES-JANUARY 1, 1987	413,501.79	2,052.03	(61,523.39)	2,847,272.52	3,120.52	3,204,423.47	
FUND BALANCE ADJUSTMENTS FROM JAN 1	57,612.24		291,701.46	(30,950.60)		318,363.10	
FUND BALANCES-JULY 31, 1987	164,491.91	1,384.62	178,186.59	2,385,929.03	3,202.82	2,733,194.97	0.00

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

A RESOLUTION TO ADOPT THE LIBRARY BUDGETS AND TAX RATES FOR THE GENERAL FUND AND FOR THE BOND AND INTEREST REDEMPTION FUND FOR THE CALENDAR YEAR ENDING DECEMBER 31, 1988	))))	No. 1987-16

WHEREAS, This board has carefully considered the needs of the Allen County Public Library and published budget estimates and tax rates for 1988 setting forth the amounts necessary to be expended for the proper operation of the library, and

WHEREAS, A public hearing has been conducted on the 1988 budget, according to law, it is, therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the budget estimates and tax rates for the General Fund and the Bond and Interest Redemption Fund, approved by this board at its regular meeting on July 23, 1987, and subsequently published according to law, are hereby officially adopted without change or modification.

Adopted this 27th day of August, 1987.

Lu Ann Beaman

Lu Ann Beaman, President

Patricia E. Riley

Patricia E. Riley, Secretary

ALLEN COUNTY PUBLIC LIBRARY

Prescribed by State Board of Accounts

Library Budget Form No. 4 (Rev. 1985)

504			.5	
ID	YEAR	CO	TYPE	KEY

GENERAL FUND

RESOLUTION OF APPROPRIATIONS

Resolution No. 1987-17

A resolution appropriating monies for the purpose of defraying the expenses for the fiscal year beginning January 1, 19 88, and ending December 31, 19 88, including all outstanding claims and obligations, and fixing a time when the same shall take effect.

Section 1. Be it resolved by the Library Board of the Allen County Public Library, Allen County, Indiana, that for the expenses of the library for the calendar year ending December 31, 19 88, the following sums of money are hereby appropriated, and ordered set apart out of the fund herein named and for the purposes herein, specified, subject to the laws governing the same. Such sum herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law.

Section 2. That for said calendar year there is hereby appropriated out of the General Fund of said Library, the following:

100 Personal Services	
Salaries and Wages	
Salary of Librarian	3,547,435
Salary of Assistants	
Salary of Treasurer	
Wages of Janitors	
Employee Benefits	571,860
Other Personal Services	
Total Personal Services	4,119,295
200 Supplies	
Office Supplies	65,000
Operating Supplies	200,000
Repair and Maintenance Supplies	35,000
Other Supplies	
Total Supplies	300,000
300 Other Services and Charges	
Professional Services	105,00
Communication and Transportation	188,500
Printing and Advertising	9,700
Insurance	110,000
Utility Services	380,000
Repairs and Maintenance	346,000
Rentals	46,700
Debt Service	
Dues, Interest and Taxes and Other Services	220,200
Transfer to LIRF	
Total Other Services and Charges	1,406,100
400 Capital Outlays	
Land, Buildings and Improvements	-
Furniture and Equipment	272,710
Books	1,431,895
Periodicals and Newspapers	200,000
Nonprinted Materials	160,000
Total Capital Outlays	2,064,605
9999 Total Fund	7,890,000

(The appropriation resolution should contain the foregoing classification insofar as applicable for each fund. A separate sheet should be prepared for each fund identified as Sections 3, 4, etc.)

This Resolution shall be in full force and effect from and after its passage.

Passed by the Library Board this 27th day of August, 19 87.

Members of Library Board

Members of Library Board

ALLEN COUNTY PUBLIC LIBRARY

Prescribed by State Board of Accounts

Library Budget Form No 4 (Rev. 1985)

504			.5	
ID	YEAR	CO	TYPE	KEY

BOND AND INTEREST REDEMPTION FUND
RESOLUTION OF APPROPRIATIONS
Resolution No. 1987-18

A resolution appropriating monies for the purpose of defraying the expenses for the fiscal year beginning January 1, 19 88 , and ending December 31, 19 88 , including all outstanding claims and obligations, and fixing a time when the same shall take effect.

Section 1. Be it resolved by the Library Board of the Allen County Public Library, Allen County, Indiana, that for the expenses of the library for the calendar year ending December 31, 19 88 , the following sums of money are hereby appropriated, and ordered set apart out of the fund herein named and for the purposes herein, specified, subject to the laws governing the same. Such sum herein appropriated shall be held to include all expenditures authorized to be made during the year, unless otherwise expressly stipulated and provided by law.

Section 2. That for said calendar year there is hereby appropriated out of the Bond and Interest Redemption Fund of said Library, the following:

100 Personal Services	
Salaries and Wages	
Salary of Librarian	
Salary of Assistants	
Salary of Treasurer	
Wages of Janitors	
Employee Benefits	
Other Personal Services	
Total Personal Services	
200 Supplies	
Office Supplies	
Operating Supplies	
Repair and Maintenance Supplies	
Other Supplies	
Total Supplies	
300 Other Services and Charges	
Professional Services	
Communication and Transportation	
Printing and Advertising	
Insurance	
Utility Services	
Repairs and Maintenance	
Rentals	
Debt Service	672,298
Dues, Interest and Taxes	
Transfer to LIRF	
Total Other Services and Charges	
400 Capital Outlays	
Land, Buildings and Improvements	
Furniture and Equipment	
Books	
Periodicals and Newspapers	
Nonprinted Materials	
Total Capital Outlays	
9999 **Total** Fund	672,298

(The appropriation resolution should contain the foregoing classification insofar as applicable for each fund. A separate sheet should be prepared for each fund identified as Sections 3, 4, etc.)

This Resolution shall be in full force and effect from and after its passage.

Passed by the Library Board this 27th day of August, 19 87 .

Members of Library Board

Members of Library Board

TCF CO., MUNCIE, IND. 0973

Prescribed by State Board of Accounts

Library Budget Form 5 (Rev. 1982)

BUDGET SUBMISSION LETTER AND CERTIFICATE

TO THE AUDITOR OF ALLEN COUNTY, INDIANA:

The undersigned herewith submits two copies of the budget adopted by the Library Board of the Allen County Public Library, Fort Wayne, Allen County, Indiana, for the year ending December 31, 19 88, for filing and presentation to the County Tax Adjustment Board.

Also submitted are copies of the Proof of Publication of published notice to taxpayers (Two copies from each newspaper.)

Lu Ann Beaman
President of Library Board
Lu Ann Beaman

Patricia E. Riley
Secretary of Library Board
Patricia E. Riley

Douglas M. Lehman
Treasurer of Library Board
Douglas M. Lehman

CERTIFICATE AND RESOLUTION OF TAX RATES

Resolution No. 1987-19

The undersigned hereby certifies that the following resolution Levying Taxes and fixing the Rate of Taxation for the purpose of raising revenue to meet the necessary expense for the calendar year ending December 31, 19 88, has been adopted.

Be it resolved by the Library Board of the Allen County Public Library Allen County, Indiana, That:

There shall be levied upon each one Hundred Dollars of the Assessed Valuation of Taxable Property in said library taxing district for the fiscal year 19 87, to be collected in the year 19 88, the following:

For LIBRARY OPERATING FUND ..... 42.84 cents

For LIBRARY BOND AND INTEREST REDEMPTION FUND ..... 2.12 cents

For _____ FUND ..... _____ cents

For _____ FUND ..... _____ cents

For _____ FUND ..... _____ cents

_____ FUND ..... _____ cents

Adopted, certified and respectfully submitted this 27th day of August, 19 87.

Lu Ann Beaman
Mary M. Koelling
Patricia E. Riley
C. Shirley Anderson

Member of Library Board

Members of Library Board

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

RESOLUTION TO APPROVE A CONTRACT WITH THE INDIANA STATE LIBRARY FOR ADMINISTRATION OF A LIBRARY SERVICES AND CONSTRUCTION ACT GRANT IN THE AMOUNT OF $38,240 TO PERFORM SERVICES AS A SUBREGIONAL LIBRARY FOR THE BLIND AND PHYSICALLY HANDICAPPED	)	No. 1987-20

RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana,

Section 1. That the contract with the Indiana State Library for administration of a Library Services and Construction Act grant in the amount of $38,240 to perform services as a subregional library for the blind and physically handicapped is hereby approved;

Section 2. Lu Ann Beaman, President, and Jeffrey R. Krull, Director, are hereby authorized and directed to execute this contract on behalf of the Allen County Public Library.

Adopted this 27th day of August, 1987.

Lu Ann Beaman

Lu Ann Beaman, President

Patricia E. Riley

Patricia E. Riley, Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

A RESOLUTION AUTHORIZING A TEMPORARY)
LOAN FOR THE GENERAL FUND) No. 1987-21

WHEREAS, The current cash resources of the Allen County Public Library are insufficient to meet current operating expenses of the library, and

WHEREAS, There will come into the library district on or about December 31, 1987 tax revenues for the current year sufficient to meet all budgeted expenses of the library, it is, therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that:

Section 1. In anticipation of the receipt of tax revenues noted above, a temporary loan for the General Fund is hereby authorized from Fort Wayne National Bank, in an amount not to exceed $2,000,000;

Section 2. Any amount borrowed upon said temporary loan, up to the amount specified in Section 1 shall be repaid no later than December 31, 1987.

Adopted this 27th day of August, 1987.

Lu Ann Beaman

Lu Ann Beaman, President

Patricia E. Riley

Patricia E. Riley, Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

A RESOLUTION TO TRANSFER FUNDS TEMPORARILY)
FROM THE BOND AND INTEREST REDEMPTION FUND) No. 1987-22
TO THE GENERAL FUND)

WHEREAS, The current cash resources of the Allen County Public Library are insufficient to meet current operating expenses of the library, and

WHEREAS, There will come into the library district on or about December 31, 1987 tax revenues for the current year sufficient to meet all budgeted expenses of the library, it is, therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that:

Section 1. In anticipation of the receipt of tax revenues noted above, the sum of $157,529.09 be temporarily transferred from the Bond and Interest Redemption Fund to the General Fund;

Section 2. The sum specified in Section 1 shall be returned to the Bond and Interest Redemption Fund when it is needed to meet the obligations of that fund, but not later than December 31, 1987.

Adopted this 27th day of August, 1987.

Lu Ann Beaman

Lu Ann Beaman, President

Patricia E. Riley

Patricia E. Riley, Secretary

EXECUTIVE SESSION

MINUTES
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
August 27, 1987
3:45 p.m.
Room 4, Main Library

Present: Mrs. Beaman, Mrs. Riley, Mr. Andorfer, Mr. McMahan, Mrs. Koehlinger

Absent: Mr. Coleman, Mrs. Gates

The Board of Library Trustees of the Allen County Public Library met in executive session to discuss matters relating to real estate and personnel. Mrs. Beaman presided.

No votes or official actions were taken by the board, and the meeting adjourned at 6:10 p.m.

Lu Ann Beaman

Lu Ann Beaman, President

Patricia Riley

Patricia Riley, Secretary

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Thursday, September 24, 1987
3:00 p.m.
Hessen Cassel Branch Library

1. Roll call

2. Adoption of the agenda

3. Approval of the minutes of the August 27, 1987 regular meeting and executive session

4. Reception of the financial report for August 1987

5. Payment of the bills

6. Report of the Director

7. Committee reports

8. Personnel - Appointments

9. Approval of the Tri-ALSA contract for 1988

10. Appointment of library board member to replace Mr. McMahan on the Allen County Public Library Foundation Board.

11. Other business

12. Adjournment

MINUTES
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
September 24, 1987
3:00 p.m.
Hessen Cassel Branch Library

Present: Mrs. Beaman, Mrs. Riley, Mr. Andorfer, Mrs. Gates

Absent: Mr. Coleman, Mr. McMahan, Mrs. Koehlinger

The Board of Library Trustees of the Allen County Public Library met in regular session on Thursday, September 24, 1987, at 3:00 p.m. at the Hessen Cassel Branch Library. Mrs. Beaman presided.

On motion of Mrs. Riley, the agenda was adopted as distributed. On motion of Mr. Andorfer, the minutes of the August 27, 1987 regular meeting and executive session were approved as mailed.

Mr. Lehman presented the monthly financial report for August and, on motion of Mr. Andorfer, the report was received.

Mr. Krull certified that the following bills, summarized below, were true and correct and supported by appropriate documentation to the best of his knowledge and belief:

Manual Checks & Wires: September	$ 0.00
Gross Payrolls:	
September 04	128,768.97
September 18	123,818.50
Accounts Payable Batches:	
August 28	86,923.10
September 03	(8.30)
September 04	73,453.65
September 11	98,782.65
September 17	(22.25)
September 18	95,573.51
Check Runs Subtotal - $ 354,702.36	
Grand Total	$ 607,289.83

Mr. Fortriede presented a report on library service statistics through August 31, 1987. After discussion of library services, the Board agreed that it would be useful to have an occasional narrative report on activities of the library to supplement the statistical report that is issued regularly.

Mrs. Riley moved that the president be authorized to execute a contract between the Allen County Public Library and Area Three Library Service Authority (Tri-ALSA), dated September 24, 1987, for the period October 1, 1987 to and including September 30, 1988 under which Tri-ALSA occupies space in the Allen County Public Library in return for certain services provided to the library. The motion carried and the contract was ordered to be filed in the office of the Director.

Mrs. Gates moved that Mrs. Riley be appointed to the Board of Trustees of the Allen County Public Library Foundation effective immediately, to replace Mr. McMahan who has found it necessary to resign from the board. The motion carried.

Mr. Andorfer moved that the library file an application with the State Library for reimbursement under the state reciprocal borrowing covenant. The motion carried.

Mr. Lehman presented bids for the library's insurance package which were received in response to invitations issued to major local insurance agencies. The bids received were as follows:

Lupke-Rice-Clancy	$71,265
Insurance & Risk Management	$78,086

After discussion, Mrs. Riley moved that Lupke-Rice Clancy be selected as the library's insurance agent for the ensuing year.

Mrs. Gates reported on her attendance at an Indiana Library Trustee Association committee meeting to plan trustee workshops for April of 1988. Further information on the workshops will be available at a later date.

There being no further business to come before the board, the meeting adjourned at 4:15 p.m.

Lu Ann Beaman

Lu Ann Beaman, President

Patricia E Riley

Patricia Riley, Secretary

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT AUGUST 31, 1987

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	AUGUST 31, 1987	AUGUST 31, 1986
ASSETS									
CASH ON DEPOSIT	197,364.11	966.17		610,882.26	3,202.82			812,415.36	
CASH ON HAND	2,683.90							2,683.90	
CASH WITH FISCAL AGENT			21,480.00					21,480.00	
INVESTMENTS AT COST OR AMORTIZED COST				1,743,216.00				1,743,216.00	
TAXES DUE FROM COUNTY GOVERNMENT								0.00	
ACCRUED INTEREST				541.09				541.09	
DUE FROM OTHER GOVERNMENTS	2,100.00							2,100.00	
DUE FROM OTHER FUNDS			157,529.09					157,529.09	
PREPAID EXPENDITURES	3,940.00							3,940.00	
FIXED ASSETS:									
LAND						1,427,900.48		1,427,900.48	
BUILDINGS						7,782,544.69		7,782,544.69	
FURNITURE AND EQUIPMENT						3,481,937.61		3,481,937.61	
ACPL LIBRARY COLLECTION						26,015,861.72		26,015,861.72	
AVAILABLE IN DEBT SERVICE FUND							178,186.59	178,186.59	
AMOUNT TO BE PROVIDED--RETIREMENT OF L/T DEBT							4,146,813.41	4,146,813.41	
AMOUNT TO BE PROVIDED--VACATION PAY LIABILITY							206,350.00	206,350.00	
TOTAL ASSETS	206,088.01	966.17	179,009.09	2,354,639.35	3,202.82	38,708,244.50	4,531,350.00	45,983,499.94	0.00
LIABILITIES & FUND EQUITY									
LIABILITIES:									
ACCOUNTS PAYABLE	101,854.49	300.00		227.71				102,382.20	
TEMPORARY LOANS/FINANCING								0.00	
ACCRUED WAGES & BENEFITS	216,704.00						206,350.00	423,054.00	
UNREMITTED WITHHOLDINGS	46,464.76							46,464.76	
RECORD DEPOSITS PAYABLE	25,364.55							25,364.55	
DUE TO OTHER FUNDS	157,529.09							157,529.09	
MATURED BONDS PAYABLE								0.00	
MATURED INTEREST PAYABLE			822.50					822.50	
GENERAL OBLIGATION BONDS PAYABLE							4,325,000.00	4,325,000.00	
TOTAL LIABILITIES	547,916.89	300.00	822.50	227.71	0.00	0.00	4,531,350.00	5,080,617.10	0.00
FUND EQUITY:									
INVESTMENT IN GENERAL FIXED ASSETS						38,708,244.50		38,708,244.50	
FUND BALANCES:									
RESERVED FOR ENCUMBRANCES	217,635.42	96.00		1,914,928.54				2,132,659.96	
RESERVED FOR PREPAID ITEMS	3,940.00							3,940.00	
RESTRICTED-SPECIAL REVENUE		570.17						570.17	
DESIGNATED FOR DEBT SERVICE			178,186.59					178,186.59	
UNDESIGNATED	(563,404.30)			439,483.10	3,202.82			(120,718.38)	
TOTAL FUND EQUITY	(341,828.88)	666.17	178,186.59	2,354,411.64	3,202.82	38,708,244.50	0.00	40,902,882.84	0.00
TOTAL LIABILITIES & FUND EQUITY	206,088.01	966.17	179,009.09	2,354,639.35	3,202.82	38,708,244.50	4,531,350.00	45,983,499.94	0.00

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED AUGUST 31, 1987

			CASH BASIS			GAAP BASIS			ENCUMBRANCE BASIS			
	APPROPRIATED 1987 BUDGET	YEAR-TO-DATE BUDGET	MONTH-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL	PERCENT REMAINING	ADJUSTMENTS TO GAAP BASIS	YEAR-TO-DATE ACTUAL	PERCENT REMAINING	ADJUSTMENTS TO ENCUMBERED BASIS	YEAR-TO-DATE ENCUMBERED	UNENCUMBERED BALANCE	PERCENT REMAINING
REVENUES:												
AUTO EXCISE TAX	536,130	263,776	0.00	449,197.32	16.21%		449,197.32	16.21%				
REAL PROPERTY TAX LEVY	5,564,677	2,737,821	0.00	2,910,396.42	47.70%		2,910,396.42	47.70%				
INTANGIBLES TAX	80,033	39,376	0.00	52,989.25	33.79%		52,989.25	33.79%				
PHOTOCOPYING FEES	120,000	79,999	7,772.97	74,260.01	38.12%		74,260.01	38.12%				
EXTENDED USE FEES	120,000	80,000	7,419.69	71,911.82	40.07%		71,911.82	40.07%				
INTERGOVERNMENTAL REVENUE	34,200	26,114	51,524.93	166,034.53	-385.48%		166,034.53	-385.48%				
PARKING FEES	130,000	86,669	9,291.81	75,748.81	41.73%		75,748.81	41.73%				
RENTAL INCOME	9,000	6,533	1,000.00	5,120.00	47.76%		5,120.00	47.76%				
GIFTS & DONATIONS	5,000	3,333	0.00	2,092.00	58.16%		2,092.00	58.16%				
INTEREST	35,000	17,220	2,071.87	14,172.52	59.51%		14,172.52	59.51%				
OTHER REVENUES	40,000	26,666	6,493.82	25,435.80	36.41%		25,435.80	36.41%				
TOTAL REVENUES	6,674,840	3,367,507	85,575.09	3,847,358.48	42.36%	0.00	3,847,358.48	42.36%				
EXPENDITURES:												
CURRENT:												
TOTAL COMPENSATION	3,200,000	2,119,020	277,478.97	2,148,485.08	32.86%	156,000.00	2,304,485.08	27.98%		2,304,485.08	895,514.92	27.98%
EMPLOYEE BENEFITS	510,000	345,864	31,484.97	331,242.99	35.05%	63,080.11	394,323.10	22.68%		394,323.10	115,676.90	22.68%
TOTAL PERSONAL SERVICES	3,710,000	2,464,884	308,963.94	2,479,728.07	33.16%	219,080.11	2,698,808.18	27.26%	0.00	2,698,808.18	1,011,191.82	27.26%
OFFICE SUPPLIES	55,200	36,799	1,472.93	31,531.16	42.88%	552.22	32,083.38	41.88%	1,625.00	33,708.38	21,491.62	38.93%
OPERATING SUPPLIES	169,800	115,779	14,278.31	152,662.28	10.09%	13,468.45	166,130.73	2.16%	23,314.41	189,445.14	(19,645.14)	-11.57%
MAINTENANCE SUPPLIES	42,000	28,001	2,328.36	19,614.41	53.30%	116.35	19,730.76	53.02%	1,305.44	21,036.20	20,963.80	49.91%
TOTAL SUPPLIES	267,000	180,579	18,079.60	203,807.85	23.67%	14,137.02	217,944.87	18.37%	26,244.85	244,189.72	22,810.28	8.54%
PROFESSIONAL SERVICES	89,675	59,784	2,266.02	73,503.99	18.03%	2,366.26	75,870.25	15.39%	3,906.54	79,776.79	9,898.21	11.04%
COMMUNICATION & TRANSPORTATION	150,000	100,004	9,859.55	113,803.15	24.13%	742.52	114,545.67	23.64%		114,545.67	35,454.33	23.64%
PRINTING & ADVERTISING	8,600	5,733	252.80	2,195.00	74.48%	53.00	2,248.00	73.86%	60.00	2,308.00	6,292.00	73.16%
INSURANCE	100,000	0	0.00	5,914.00	94.09%		5,914.00	94.09%		5,914.00	94,086.00	94.09%
UTILITY SERVICES	380,000	256,404	30,818.62	249,758.84	34.27%	3,020.00	252,778.84	33.48%	3,282.00	256,060.84	123,939.16	32.62%
REPAIRS & MAINTENANCE	315,259	213,677	22,035.37	138,196.69	56.16%	3,214.09	141,410.78	55.14%	45,709.70	187,120.48	128,138.52	40.65%
LEASING & RENTALS	46,488	30,992	2,392.01	31,037.24	33.24%	1,042.41	32,079.65	30.99%	13,176.52	45,256.17	1,231.83	2.65%
MISCELLANEOUS SERVICES	103,200	65,300	7,765.38	122,568.90	-18.77%	990.42	123,559.32	-19.73%	452.85	124,012.17	(20,812.17)	-26.17%
TOTAL OTHER SERVICES & CHARGES	1,193,222	731,894	75,389.75	736,977.81	38.24%	11,428.70	748,406.51	37.28%	66,587.61	814,994.12	378,227.88	31.70%
CAPITAL OUTLAYS:												
GENERAL FIXED ASSETS	230,000	96,667	19,680.00	104,432.44	54.59%	1,472.00	105,904.44	53.95%	15,778.00	121,682.44	108,317.56	47.09%
BOOKS	920,697	613,810	38,244.13	667,929.41	27.45%	36,137.68	704,067.09	23.53%	97,577.68	801,644.77	119,052.23	12.93%
PERIODICALS	210,000	140,003	11,650.70	89,539.17	57.36%	1,130.91	90,670.08	56.82%		90,670.08	119,329.92	56.82%
NON-PRINT MATERIALS	145,000	96,669	3,809.59	77,520.62	46.54%	3,107.71	80,628.33	44.39%	11,447.28	92,075.61	52,924.39	36.50%
TOTAL CAPITAL OUTLAYS	1,505,697	947,149	73,384.42	939,421.64	37.61%	41,848.30	981,269.94	34.83%	124,802.96	1,106,072.90	399,624.10	26.54%
TOTAL EXPENDITURES	6,675,919	4,324,506	475,817.71	4,359,935.37	34.69%	286,494.13	4,646,429.50	30.40%	217,635.42	4,864,064.92	1,811,854.08	27.14%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,079)	(956,999)	(390,242.62)	(512,576.89)		(286,494.13)	(799,071.02)					

FS#680
FINAL

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED AUGUST 31, 1987

16-Sep-87

GL#	CATEGORY	APPROPRIATED 1987 BUDGET	YEAR-TO-DATE BUDGET	CASH BASIS: MONTH-TO-DATE ACTUAL	CASH BASIS: YEAR-TO-DATE ACTUAL	CASH BASIS: PERCENT REMAINING	GAAP BASIS: ADJUSTMENTS TO GAAP BASIS	GAAP BASIS: YEAR-TO-DATE ACTUAL	GAAP BASIS: PERCENT REMAINING	ENCUMBRANCE BASIS: ADJUSTMENTS TO ENCUMBERED BASIS	ENCUMBRANCE BASIS: YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS: UNENCUMBERED BALANCE	ENCUMBRANCE BASIS: PERCENT REMAINING
	REVENUES:												
5101	AUTO EXCISE TAX	536,130	263,776	0.00	449,197.32	16.21%		449,197.32	16.21%				
5102	REAL PROPERTY TAX LEVY	5,564,677	2,737,821	0.00	2,910,396.42	47.70%		2,910,396.42	47.70%				
5103	INTANGIBLES TAX	80,033	39,376	0.00	52,989.25	33.79%		52,989.25	33.79%				
	TOTAL LOCAL TAX REVENUES	6,180,840	3,040,973	0.00	3,412,582.99	44.79%	0.00	3,412,582.99	44.79%				
5201	PHOTOCOPYING FEES	120,000	79,999	7,772.97	74,260.01	38.12%		74,260.01	38.12%				
5202	EXTENDED USE FEES	120,000	80,000	7,419.69	71,911.82	40.07%		71,911.82	40.07%				
	TOTAL USER FEES	240,000	159,999	15,192.66	146,171.83	39.10%	0.00	146,171.83	39.10%				
5301	FEDERAL OPERATING GRANTS	0	0	1,442.50	20,988.50			20,988.50					
5302	STATE OPERATING GRANTS	14,200	12,780	50,082.43	99,994.43	-604.19%		99,994.43	-604.19%				
5303	CITY OPERATING GRANTS	20,000	13,334	0.00	45,051.60	-125.26%		45,051.60	-125.26%				
	TOTAL GRANTS	34,200	26,114	51,524.93	166,034.53	-385.48%	0.00	166,034.53	-385.48%				
5401	PARKING REVENUES-239 W WAYNE	60,000	40,001	4,500.00	36,650.00	38.92%		36,650.00	38.92%				
5402	PARKING REVENUES-900 S HARRISON	60,000	40,001	4,500.00	36,650.00	38.92%		36,650.00	38.92%				
5403	PARKING REVENUES-236 W WASHINGTON	7,000	4,667	291.81	1,848.81	73.59%		1,848.81	73.59%				
5404	OTHER PARKING REVENUES	3,000	2,000	0.00	600.00	80.00%		600.00	80.00%				
	TOTAL PARKING REVENUES	130,000	86,669	9,291.81	75,748.81	41.73%	0.00	75,748.81	41.73%				
5501	SERVICE CENTER RENT	8,000	5,333	800.00	4,800.00	40.00%		4,800.00	40.00%				
5502	OTHER RENTAL INCOME	1,800	1,200	200.00	320.00	82.22%		320.00	82.22%				
5601	UNRESTRICTED GIFTS & DONATIONS	5,000	3,333	0.00	2,092.00	58.16%		2,092.00	58.16%				
5650	INTEREST	35,000	17,220	2,071.87	14,172.52	59.51%		14,172.52	59.51%				
5701	ACPL PUBLICATIONS	500	333	118.00	618.25	-23.65%		618.25	-23.65%				
5702	RESEARCH SERVICES	5,000	3,333	438.90	4,767.51	4.65%		4,767.51	4.65%				
5703	LOST/DAMAGED LIBRARY MATERIALS	10,000	6,666	912.30	4,919.08	50.81%		4,919.08	50.81%				
5704	REFUNDS/DISCOUNTS EARNED	6,000	4,000	266.47	6,125.11	-2.09%		6,125.11	-2.09%				
5705	INSURANCE CLAIM PAYMENTS	1,500	1,000	4,383.00	4,383.00	-192.20%		4,383.00	-192.20%				
5706	OTHER REVENUES	17,000	11,334	375.15	4,622.85	72.81%		4,622.85	72.81%				
	TOTAL MISCELLANEOUS REVENUES	40,000	26,666	6,493.82	25,435.80	36.41%	0.00	25,435.80	36.41%				
	TOTAL REVENUES	6,674,840	3,367,507	85,575.09	3,847,358.48	42.36%	0.00	3,847,358.48	42.36%				
	EXPENDITURES:												
	CURRENT:												
1101	SALARIED TIME WORKED	2,061,300	1,347,677	165,149.90	1,372,619.60	33.41%	110,000.00	1,482,619.60	28.07%		1,482,619.60	578,680.40	29.07%
1102	SALARIED OVERTIME	5,400	3,530	135.58	1,582.98	70.69%		1,582.98	70.69%		1,582.98	3,817.02	70.69%
1103	SALARIED VACATION	153,300	100,229	19,367.96	98,064.30	36.03%		98,064.30	36.03%		98,064.30	55,235.70	36.03%

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ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED AUGUST 31, 1987

16-Sep-87

GLA#	CATEGORY	APPROPRIATED 1987 BUDGET	YEAR-TO-DATE BUDGET	CASH BASIS MONTH-TO-DATE ACTUAL	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	GAAP BASIS ADJUSTMENTS TO GAAP BASIS	GAAP BASIS YEAR-TO-DATE ACTUAL	GAAP BASIS PERCENT REMAINING	ENCUMBRANCE BASIS ADJUSTMENTS TO ENCUMBERED BASIS	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
1104	SALARIED SICK PAY	59,600	38,963	4,083.40	32,048.66	46.23%		32,048.66	46.23%		32,048.66	27,551.34	46.23%
1105	SALARIED DISABILITY PAY	7,300	4,771	938.03	3,056.41	58.13%		3,056.41	58.13%		3,056.41	4,243.59	58.13%
1106	SALARIED HOLIDAY	73,100	47,792	0.00	37,702.26	48.42%		37,702.26	48.42%		37,702.26	35,397.74	48.42%
1107	SALARIED JURY DUTY	200	131	8.23	152.91	23.55%		152.91	23.55%		152.91	47.09	23.55%
1108	SALARIED DEATH-IN-FAMILY	3,100	2,026	149.93	1,135.94	63.36%		1,135.94	63.36%		1,135.94	1,964.06	63.36%
1109	SALARIED TRAVEL/MEETINGS	36,700	23,995	759.99	25,765.18	29.80%		25,765.18	29.80%		25,765.18	10,934.82	29.80%
1110	SALARIED PREMIUM TIME	10,800	7,062	187.44	8,324.07	22.93%		8,324.07	22.93%		8,324.07	2,475.93	22.93%
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0	0.00	33.49			33.49			33.49	(33.49)	
1112	SALARIED RELOCATION	12,000	7,846	2,269.70	6,119.88	49.00%		6,119.88	49.00%		6,119.88	5,880.12	49.00%
	TOTAL SALARIES	2,422,800	1,584,022	193,050.16	1,586,605.68	34.51%	110,000.00	1,696,605.68	29.97%	0.00	1,696,605.68	726,194.32	29.97%
1201	HOURLY TIME WORKED	610,220	398,964	46,926.19	422,702.66	30.73%	46,000.00	468,702.66	23.19%		468,702.66	141,517.34	23.19%
1202	HOURLY OVERTIME	900	588	386.14	1,037.18	-15.24%		1,037.18	-15.24%		1,037.18	(137.18)	-15.24%
1203	HOURLY VACATION	22,000	14,385	3,508.04	16,681.48	24.18%		16,681.48	24.18%		16,681.48	5,318.52	24.18%
1204	HOURLY SICK PAY	1,700	1,111	345.24	1,119.80	34.13%		1,119.80	34.13%		1,119.80	580.20	34.13%
1205	HOURLY DISABILITY PAY	30	20	0.00	0.00	100.00%		0.00	100.00%		0.00	30.00	100.00%
1206	HOURLY HOLIDAY	11,300	7,387	0.00	9,524.99	15.71%		9,524.99	15.71%		9,524.99	1,775.01	15.71%
1207	HOURLY JURY DUTY	100	66	0.00	43.92	56.08%		43.92	56.08%		43.92	56.08	56.08%
1208	HOURLY DEATH-IN-FAMILY	800	524	28.93	338.81	57.65%		338.81	57.65%		338.81	461.19	57.65%
1209	HOURLY TRAVEL/MEETINGS	1,350	882	48.45	969.90	28.16%		969.90	28.16%		969.90	380.10	28.16%
	TOTAL HOURLY WAGES	648,400	423,927	51,242.99	452,418.74	30.23%	46,000.00	498,418.74	23.13%	0.00	498,418.74	149,981.26	23.13%
1301	SUMMER EMPLOYEES- TIME WORKED	109,000	98,100	29,122.02	92,138.17	15.47%		92,138.17	15.47%		92,138.17	16,861.83	15.47%
1302	SUMMER EMPLOYEES-OVERTIME	100	90	0.00	3.34	96.66%		3.34	96.66%		3.34	96.66	96.66%
	TOTAL SUMMER WAGES	109,100	98,190	29,122.02	92,141.51	15.54%	0.00	92,141.51	15.54%	0.00	92,141.51	16,958.49	15.54%
1401	SHORT-TERM STAFF TIME WORKED	19,700	12,881	4,063.80	17,319.15	12.09%		17,319.15	12.09%		17,319.15	2,380.85	12.09%
1402	SHORT-TERM STAFF OVERTIME	0	0	0.00	0.00			0.00			0.00	0.00	
	TOTAL SHORT-TERM STAFF	19,700	12,881	4,063.80	17,319.15	12.09%	0.00	17,319.15	12.09%	0.00	17,319.15	2,380.85	12.09%
	TOTAL COMPENSATION	3,200,000	2,119,020	277,478.97	2,148,485.08	32.86%	156,000.00	2,304,485.08	27.98%	0.00	2,304,485.08	895,514.92	27.98%
1501	EMPLOYER FICA	217,000	141,875	19,677.19	161,623.50	25.52%	11,154.00	172,777.50	20.38%		172,777.50	44,222.50	20.38%
1502	UNEMPLOYMENT REIMBURSEMENT	10,000	6,667	0.00	2,139.02	78.61%		2,139.02	78.61%		2,139.02	7,860.98	78.61%
1503	EMPLOYER PERF	118,000	87,322	0.00	57,463.57	51.30%	49,550.00	107,013.57	9.31%		107,013.57	10,986.43	9.31%
1504	GROUP INSURANCE	165,000	110,000	11,807.78	110,016.90	33.32%	2,376.11	112,393.01	31.88%		112,393.01	52,606.99	31.88%
	TOTAL EMPLOYEE BENEFITS	510,000	345,864	31,484.97	331,242.99	35.05%	63,080.11	394,323.10	22.68%	0.00	394,323.10	115,676.90	22.68%
	TOTAL PERSONAL SERVICES	3,710,000	2,464,884	308,963.94	2,479,728.07	33.16%	219,080.11	2,698,808.18	27.26%	0.00	2,698,808.18	1,011,191.82	27.26%
2101	OFFICE SUPPLIES	55,200	36,799	1,472.93	31,531.16	42.88%	552.22	32,083.38	41.88%	1,625.00	33,708.38	21,491.62	38.93%

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ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED AUGUST 31, 1987

16-Sep-87

GL#	CATEGORY	APPROPRIATED 1987 BUDGET	YEAR-TO-DATE BUDGET	CASH BASIS MONTH-TO-DATE ACTUAL	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	GAAP BASIS ADJUSTMENTS TO GAAP BASIS	GAAP BASIS YEAR-TO-DATE ACTUAL	GAAP BASIS PERCENT REMAINING	ENCUMBRANCE BASIS ADJUSTMENTS TO ENCUMBERED BASIS	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
2201	CLEANING SUPPLIES	19,500	13,000	1,707.24	12,477.88	36.01%	1359.08	13,836.96	29.04%	604.00	14,440.96	5,059.04	25.94%
2202	VEHICLE FUEL	16,000	10,667	1,213.85	8,325.22	47.97%	1.88	8,327.10	47.96%		8,327.10	7,672.90	47.96%
2203	HEATING OIL	8,800	8,448	29.84	316.90	96.40%		316.90	96.40%		316.90	8,483.10	96.40%
2204	COPIER SUPPLIES	28,000	18,670	1,810.37	25,053.62	10.52%	436.00	25,489.62	8.97%	236.00	25,725.62	2,274.38	8.12%
2205	LIBRARY MATERIALS SUPPLIES	12,000	8,000	5,198.55	21,324.44	-77.70%	1,160.32	22,484.76	-87.37%	5,195.50	27,680.26	(15,680.26)	-130.67%
2206	MATERIALS ACCESS SUPPLIES	33,000	22,000	0.00	1,072.64	96.75%	207.51	1,280.15	96.12%	3,536.75	4,816.90	28,183.10	85.40%
2207	CRAFT SUPPLIES	4,500	2,998	6.01	3,687.22	19.84%	86.61	3,693.83	17.91%		3,693.83	806.17	17.91%
2208	OTHER OPERATING SUPPLIES	48,000	31,996	4,312.45	80,484.36	-67.68%	10,217.05	90,701.41	-88.96%	13,742.16	104,443.57	(56,443.57)	-117.59%
	TOTAL OPERATING SUPPLIES	169,800	115,779	14,278.31	152,662.28	10.09%	13,468.45	166,130.73	2.16%	23,314.41	189,445.14	(19,645.14)	-11.57%
2301	MAINTENANCE SUPPLIES	22,000	14,667	2,081.98	13,955.19	36.57%	107.87	14,063.06	36.08%	1,305.44	15,368.50	6,631.50	30.14%
2302	REPAIR PARTS	20,000	13,334	246.38	5,659.22	71.70%	8.48	5,667.70	71.66%		5,667.70	14,332.30	71.66%
	TOTAL MAINTENANCE SUPPLIES	42,000	28,001	2,328.36	19,614.41	53.30%	116.35	19,730.76	53.02%	1,305.44	21,036.20	20,963.80	49.91%
	TOTAL SUPPLIES	267,000	180,579	18,079.60	203,807.85	23.67%	14,137.02	217,944.87	18.37%	26,244.85	244,189.72	22,810.28	8.54%
3101	CONSULTING	7,000	4,667	1,732.17	28,716.39	-310.23%		28,716.39	-310.23%		28,716.39	(21,716.39)	-310.23%
3102	ENGINEERING & ARCHITECTURAL	2,500	1,667	200.00	200.00	92.00%		200.00	92.00%		200.00	2,300.00	92.00%
3103	LEGAL SERVICES	2,500	1,667	0.00	795.50	68.18%		795.50	68.18%		795.50	1,704.50	68.18%
3104	PROGRAM PRESENTERS	4,000	2,666	250.00	4,616.86	-15.42%	50.00	4,666.86	-16.67%		4,666.86	(666.86)	-16.67%
3105	TEMPORARY HELP SERVICES	68,675	45,784	0.00	24,458.81	64.38%	1,867.31	26,326.12	61.67%		26,326.12	42,348.88	61.67%
3106	OTHER PROFESSIONAL SERVICES	5,000	3,333	83.85	14,716.43	-194.33%	449.95	15,165.38	-203.31%	3,906.54	19,071.92	(14,071.92)	-281.44%
	TOTAL PROFESSIONAL SERVICES	89,675	59,784	2,266.02	73,503.99	18.03%	2,366.26	75,870.25	15.39%	3,906.54	79,776.79	9,898.21	11.04%
3201	TELEPHONE SERVICE	57,000	38,001	5,044.04	50,333.80	11.70%	323.30	50,657.10	11.13%		50,657.10	6,342.90	11.13%
3202	POSTAGE & SHIPPING	45,000	30,001	3,652.96	38,651.56	14.11%		38,651.56	14.11%		38,651.56	6,348.44	14.11%
3203	TRAVEL & MEETINGS	35,000	23,335	23.67	14,904.57	57.42%	419.22	15,323.79	56.22%		15,323.79	19,676.21	56.22%
3204	RECRUITING	3,000	2,000	463.88	3,079.51	-2.65%		3,079.51	-2.65%		3,079.51	(79.51)	-2.65%
3205	TRAINING & DEVELOPMENT	10,000	6,667	675.00	6,833.71	31.66%		6,833.71	31.66%		6,833.71	3,166.29	31.66%
	COMMUNICATION & TRANSPORTATION	150,000	100,004	9,859.55	113,803.15	24.13%	742.52	114,545.67	23.64%	0.00	114,545.67	35,454.33	23.64%
3301	PUBLICATION OF LEGAL NOTICES	600	400	169.80	169.80	71.70%		169.80	71.70%		169.80	430.20	71.70%
3302	OUTSIDE VENDOR PRINTING	8,000	5,333	83.00	2,025.20	74.69%	53.00	2,078.20	74.02%	60.00	2,138.20	5,861.80	73.27%
3401	INSURANCE	100,000	0	0.00	5,914.00	94.09%		5,914.00	94.09%		5,914.00	94,086.00	94.09%
3501	NATURAL GAS	92,000	64,400	2,109.10	50,066.44	45.58%	10.72	50,077.16	45.57%		50,077.16	41,922.84	45.57%
3502	ELECTRICITY	272,000	181,336	27,525.44	189,630.43	30.28%	2,982.70	192,613.13	29.19%		192,613.13	79,386.87	29.19%
3503	WATER & SEWER	10,000	6,667	1,184.08	5,817.97	41.82%	26.58	5,844.55	41.55%		5,844.55	4,155.45	41.55%
3504	TRASH DISPOSAL	6,000	4,001	0.00	4,244.00	29.27%		4,244.00	29.27%	3,282.00	7,526.00	(1,526.00)	-25.43%
	TOTAL UTILITY SERVICES	380,000	256,404	30,818.62	249,758.84	34.27%	3,020.00	252,778.84	33.48%	3,282.00	256,060.84	123,939.16	32.62%
3601	BUILDING REPAIR & MAINTENANCE	50,000	33,334	11,754.29	28,080.87	43.84%	413.53	28,494.40	43.01%	14,142.40	42,636.80	7,363.20	14.73%
3602	HVAC SERVICE	25,000	16,667	2,589.20	18,172.70	27.31%	363.72	18,536.42	25.85%	9,882.70	28,419.12	(3,419.12)	-13.68%
3603	LANDSCAPING SERVICES	15,000	13,500	1,891.00	12,878.90	14.14%	882.00	13,760.90	8.26%	1,350.00	15,110.90	(110.90)	-0.74%

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16-Sep-87

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED AUGUST 31, 1987

			CASH BASIS			GAAP BASIS			ENCUMBRANCE BASIS			
GLA#	CATEGORY	APPROPRIATED 1987 BUDGET	YEAR-TO-DATE BUDGET	MONTH-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL	PERCENT REMAINING	ADJUSTMENTS TO GAAP BASIS	YEAR-TO-DATE ACTUAL	PERCENT REMAINING	ADJUSTMENTS TO ENCUMBERED BASIS	YEAR-TO-DATE ENCUMBERED	UNENCUMBERED BALANCE	PERCENT REMAINING
3604	COMPUTER MAINTENANCE	133,259	88,842	0.00	1,625.50	98.78%		1,625.50	98.78%		1,625.50	131,633.50	98.78%
3605	COPIER SERVICE	30,000	20,000	1,796.53	16,445.51	45.18%		16,445.51	45.18%	7,026.00	23,471.51	6,528.49	21.76%
3606	VEHICLE SERVICE	27,000	18,000	375.39	15,511.68	42.55%	788.03	16,299.71	39.63%		16,299.71	10,700.29	39.63%
3607	OTHER EQUIPMENT SERVICE	35,000	23,334	3,628.96	45,491.53	-29.95%	766.81	46,248.34	-32.14%	13,308.60	59,556.94	(24,556.94)	-70.16%
	TOTAL REPAIRS & MAINTENANCE	315,259	213,677	22,035.37	138,196.69	56.16%	3,214.09	141,410.78	55.14%	45,709.70	187,120.48	128,138.52	40.65%
3701	REAL ESTATE RENTAL/LEASING	2,400	1,600	230.00	1,810.00	24.58%		1,810.00	24.58%		1,810.00	590.00	24.58%
3702	EQUIPMENT RENTAL/LEASING	44,088	29,392	2,162.01	29,227.24	33.71%	1,042.41	30,269.65	31.34%	13,176.52	43,446.17	641.83	1.46%
	LEASING & RENTALS	46,488	30,992	2,392.01	31,037.24	33.24%	1,042.41	32,079.65	30.99%	13,176.52	45,256.17	1,231.83	2.65%
3901	DUES & MEMBERSHIPS	6,000	6,000	45.00	6,770.50	-12.84%		6,770.50	-12.84%		6,770.50	(770.50)	-12.84%
3902	INTEREST ON TEMPORARY LOANS	30,000	15,000	0.00	24,474.12	18.42%		24,474.12	18.42%		24,474.12	5,525.88	18.42%
3903	TAXES & ASSESSMENTS	3,000	1,500	0.00	1,471.96	50.93%		1,471.96	50.93%		1,471.96	1,528.04	50.93%
3904	TRANSFER TO LIRF FUND	0	0	0.00	0.00			0.00			0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	14,200	9,467	1,137.14	18,772.10	-32.20%		18,772.10	-32.20%		18,772.10	(4,572.10)	-32.20%
3906	COMPUTER SERVICES	50,000	33,333	6,583.24	71,030.22	-42.16%	990.42	72,070.64	-44.14%	452.85	72,523.49	(22,523.49)	-45.05%
	TOTAL MISCELLANEOUS SERVICES	103,200	65,300	7,765.38	122,568.90	-18.77%	990.42	123,559.32	-19.73%	452.85	124,012.17	(20,812.17)	-20.17%
	TOTAL OTHER SERVICES & CHARGES	1,193,222	731,894	75,389.75	736,977.81	38.24%	11,428.70	748,406.51	37.28%	66,587.61	814,994.12	378,227.88	31.70%
	CAPITAL OUTLAYS:												
4401	FURNITURE & EQUIPMENT	145,000	96,667	7,743.00	43,820.75	69.78%	1,472.00	45,292.75	68.76%	6,405.75	51,698.50	93,301.50	64.35%
4403	COMPUTER EQUIPMENT	30,000	0	0.00	3,632.20	87.89%		3,632.20	87.89%	4,489.00	8,121.20	21,878.80	72.93%
4405	TELEVISION EQUIPMENT	10,000	0	0.00	45,042.49	-350.42%		45,042.49	-350.42%	4,883.25	49,925.74	(39,925.74)	-399.26%
4407	VEHICLES	45,000	0	11,937.00	11,937.00	73.47%		11,937.00	73.47%		11,937.00	33,063.00	73.47%
4409	BUILDINGS	0	0	0.00	0.00			0.00			0.00	0.00	
4411	LAND	0	0	0.00	0.00			0.00			0.00	0.00	
	GENERAL FIXED ASSETS	230,000	96,667	19,680.00	104,432.44	54.59%	1,472.00	105,904.44	53.95%	15,778.00	121,682.44	108,317.56	47.09%
4510	BOOKS	920,697	613,810	38,244.13	667,929.41	27.45%	36,137.68	704,067.09	23.53%	97,577.68	801,644.77	119,052.23	12.93%
4520	PERIODICALS	210,000	140,003	11,650.70	89,539.17	57.36%	1,130.91	90,670.08	56.82%		90,670.08	119,329.92	56.82%
4530	NON-PRINT MATERIALS	145,000	96,669	3,809.59	77,528.62	46.54%	3,107.71	80,628.33	44.39%	11,447.28	92,075.61	52,924.39	36.50%
	TOTAL LIBRARY MATERIALS	1,275,697	850,482	53,704.42	834,989.20	34.55%	40,376.30	875,365.50	31.38%	109,024.96	984,390.46	291,306.54	22.84%
	TOTAL CAPITAL OUTLAYS	1,505,697	947,149	73,384.42	939,421.64	37.61%	41,848.30	981,269.94	34.83%	124,802.96	1,106,072.90	399,624.10	26.54%
	TOTAL EXPENDITURES	6,675,919	4,324,506	475,817.71	4,359,935.37	34.69%	286,494.13	4,646,429.50	30.40%	217,635.42	4,864,064.92	1,811,854.08	27.14%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,079)	(956,999)	(390,242.62)	(512,576.89)		(286,494.13)	(799,071.02)		(217,635.42)	(4,864,064.92)	(1,811,854.08)	

GAAP BASIS

ALLEN COUNTY PUBLIC LIBRARY

COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--

ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS

FOR THE YEAR-TO-DATE ENDED AUGUST 31, 1987

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	EXPENDABLE TRUST	YEAR-TO-DATE AUG 31, 1987	AUG 31, 1987
REVENUES:							
AUTO EXCISE TAX	449,197.32		67,428.60			516,625.92	
REAL PROPERTY TAX LEVY	2,910,396.42		436,877.19			3,347,273.61	
INTANGIBLES TAX	52,989.25		7,954.19			60,943.44	
USER FEES	146,171.83					146,171.83	
INTERGOVERNMENTAL REVENUE	166,034.53					166,034.53	
PARKING FEES	75,748.81					75,748.81	
GIFTS & DONATIONS	2,092.00	569.08				2,661.08	
INTEREST	14,172.52			135,970.11	82.30	150,224.93	
OTHER REVENUES	30,555.80					30,555.80	
TOTAL REVENUES	3,847,358.48	569.08	512,259.98	135,970.11	82.30	4,496,239.95	0.00
EXPENDITURES--CURRENT:							
COMPENSATION & BENEFITS	2,698,808.18					2,698,808.18	
SUPPLIES	217,944.87			57,567.35		275,512.22	
PROFESSIONAL SERVICES	75,870.25			4,197.96		80,068.21	
COMMUNICATION & TRANSPORTATION	116,793.67			1,481.70		118,275.37	
INSURANCE	5,914.00			25,259.00		31,173.00	
UTILITY SERVICES	252,778.84					252,778.84	
REPAIRS & MAINTENANCE	141,410.78			154,243.05		295,653.83	
LEASING & MISCELLANEOUS SERVICES	155,638.97					155,638.97	
EXPENDITURES--CAPITAL OUTLAY:						0.00	
GENERAL FIXED ASSETS	105,904.44			327,703.62		433,608.06	
LIBRARY MATERIALS	875,365.50	1,654.94		27,200.00		904,220.44	
EXPENDITURES--DEBT SERVICE:						0.00	
PRINCIPAL RETIREMENT			295,000.00			295,000.00	
INTEREST CHARGES			269,251.46			269,251.46	
TOTAL EXPENDITURES	4,646,429.50	1,654.94	564,251.46	597,652.68	0.00	5,809,988.58	0.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(799,071.02)	(1,085.86)	(51,991.48)	(461,682.57)	82.30	(1,313,748.63)	0.00
OTHER FINANCING SOURCES (USES):							
PROCEEDS OF G. O. BONDS						0.00	
OPERATING TRANSFERS IN	258,529.09		101,000.00			359,529.09	
OPERATING TRANSFERS OUT	(101,000.00)	(300.00)	(258,529.09)	(227.71)		(360,056.80)	
TOTAL OTHER FINANCING SOURCES (USES):	157,529.09	(300.00)	(157,529.09)	(227.71)	0.00	(527.71)	0.00
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(641,541.93)	(1,385.86)	(209,520.57)	(461,910.28)	82.30	(1,314,276.34)	0.00
FUND BALANCES-JANUARY 1, 1987	413,501.79	2,052.03	(61,523.39)	2,847,272.52	3,120.52	3,204,423.47	
FUND BALANCE ADJUSTMENTS FROM JAN 1	(113,788.74)		449,230.55	(30,950.60)		304,491.21	
FUND BALANCES-AUGUST 31, 1987	(341,828.88)	666.17	178,186.59	2,354,411.64	3,202.82	2,194,638.34	0.00

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Thursday, October 22, 1987
3:00 p.m.
Room 4, Main Library
900 Webster Street

1. Roll call
2. Adoption of the agenda
3. Approval of the minutes of the September 24, 1987 regular meeting
4. Reception of the financial report for September 1987
5. Payment of the bills
6. Report on audit
7. Report of the director
8. Committee reports
9. Personnel - Appointments
10. Amendment to declaration of trust of the Allen County Public Library Foundation
11. Other business
12. Adjournment

MINUTES
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
October 22, 1987
3:00 p.m.
Room 4, Main Library

Present: Mrs. Beaman, Mr. Andorfer, Mrs. Koehlinger, Mr. McMahan, Mr. Coleman

Absent: Mrs. Gates, Mrs. Riley

The Board of Trustees of the Allen County Public Library met in regular session on Thursday, October 22, 1987 at 3:00 p.m. in Room 4 of the main library. Mrs. Beaman presided.

On motion of Mr. McMahan, the agenda was adopted with one additional item of business inserted.

On motion of Mr. McMahan, the minutes of the September 24, 1987 regular board meeting were approved as mailed.

The monthly financial report for September was presented by Mr. Lehman. Mr. Andorfer expressed thanks to Mr. Lehman for his service to the library and the board joined in wishing him success in his new position as Director of Finance and Administration for the Fort Wayne Airport Authority.

Mr. Krull certified that the following bills, as summarized, were true and correct and supported by appropriate documentation to the best of his knowledge and belief:

Gross Payrolls:		
October 02		124,074.93
October 16		125,768.00
Accounts Payable Check Batches		
September 25		96,059.80
October 02		56,431.16
October 07		(43.95)
October 09		130,670.57
October 16		80,287.62
Check Runs Subtotal	$363,405.20	
Grand Total		$613,248.13

Then, on motion of Mr. McMahan, the bills were approved for payment.

Mr. Lehman reported on the biennial audit of the library's financial records that was recently completed by the State Board of Accounts. The examiners found no problems of any substance in their audit.

Mrs. Beaman called for nominations for the office of treasurer of the library board. Mr. McMahan nominated Mr. Andorfer. No further nominations being heard, Mr. McMahan moved that the nominations be

closed and that the secretary be directed to cast a unanimous ballot for Mr. Andorfer. The motion carried.

Mr. McMahan moved that a bond be secured for the treasurer in the amount of $10,000, the cost thereof to be paid by the library. The motion carried.

Mr. Krull introduced Ruth Cardenas, a member of the staff of the Children's Department to present a report on the summer reading program.

Mrs. Koehlinger presented the following report of the ad hoc committee on architect selection:

"An ad hoc committee comprised of members of the board and staff met on October 5, 7, and 8 to interview architects for the planned remodeling of the main library children's department, and for a system-wide facilities survey. members of the committee were Rae Gates, chairman, Mary Koehlinger, Patricia Riley, Jeffrey Krull, director, Steven Fortriede, associate director, Michael Clegg, branch operations manager, Eugene Johnson, properties manager, and Cindy Woodruff, children's services manager.

"Eleven architectural firms submitted statements of qualifications to provide professional services in response to the library's published notice of the need for such services. The firms were as follows:

"FACILITIES SURVEY

Cole Matott Architects
Schenkel & Shultz, Architects/Engineers
Sherbondy Associates
Grinsfelder & Associates
George D. Morrison & Associates, Inc.
James Architects & Engineers, Inc.
Martin Riley Architects/Consultants
Turnbell Engineering Co., Inc.

"CHILDREN'S ROOM RENOVATION

Schenkel & Shultz, Architects/Engineers
Morris Associates, Inc.
Cole Matott Architects
George D. Morrison & Associates, Inc.
Grinsfelder & Associates
Archonics
RW Architecture & Design, Inc.
Turnbell Engineering Co., Inc.

"All eleven firms were interviewed in person by the full committee on the dates noted above. After a great deal of discussion, the committee selected Grinsfelder & Associates for the facilities survey, and Archonics for the children's room renovation. The

committee recommends that the board negotiate contracts with these two firms for the respective projects."

Mrs. Koehlinger then moved "That the board negotiate contracts with Grinsfelder & Associates to perform a facilities survey of all existing library properties and with Archonics to design and supervise the children's room renovation project." The motion carried.

On motion of Mr. McMahan, the following personnel actions were approved:

APPOINTMENTS TO THE AUTHORIZED STAFFING TABLE

Linda Blocher	Housekeeper, Housekeeping	#474	$10,617.62
Joyce Misner	Ass't. Dept. Manager, Readers' Services	#361	$19,796.40
Katherine Smith	Volunteer Manager, Personnel	#252	$19,262.88
Rosemary Gaines	Secretary, Administration	#002	$16,000.00
Hilary Held	Page, Genealogy Department	#348	$ 9,246.64
Kathy Selzer Miller	Manager, Financial Services	#240	$32,500.00

On motion of Mr. McMahan, the following amendment to the Declaration of Trust of the Allen County Public Library Foundation was adopted:

"Section 2 of the Declaration of Trust dated July 3, 1987 creating the Allen County Public Library Foundation is amended to read as follows:

'2. Trustees. The trustees will consist of nine (9) individuals, five (5) of whom are selected by the Board of Library Trustees of the Allen County public Library and four (4) of whom are selected by the Board of Directors of the Friends of the Allen County (Indiana) Public Library, Inc. The initial trustees are identified, and the procedures for selection of successor trustees are expressed, at Section 5 of this instrument.

'2.1 Limitation on Successive Terms. A trustee may, subject to the limitations of this paragraph, be appointed to subsequent as well as successive terms. A person who has completed two consecutive terms of three years each is not eligible for appointment to a successive term as trustee. However, any person having previously served as trustee is eligible to be

appointed for a subsequent term which commences on a date which follows by 12 or more months the expiration of such person's previous term.

'2.2 Nominees. Trustees may, but need not, be selected from among nominees submitted by the incumbent trustees. The foundation trustees will nominate one or more persons for each trustee to be selected. The name(s) of the nominee(s) will be transmitted to the respective organization empowered to select such trustee(s)--

(i) not later than November 1 (with respect to trustees the term of which will commence the succeeding January 1); and

(ii) within 60 days following the occurrence of a vacancy in the office of trustees (with respect to successor trustees.)'

"SELECTION OF ADDITIONAL TRUSTEES. The Board of Library Trustees of the Allen County Public Library will specify the date, which is not later than December 31, 1989, of expiration of the term(s) of the additional trustees selected pursuant to this Amendment.

"EFFECTIVE DATE. This Amendment will become effective upon certification, by the Secretary of the Board of Library Trustees of the Allen County Public Library, that it has been approved by a majority of the Board of Library Trustees of the Allen County Public Library."

There being no further business, the meeting adjourned at 3:50 p.m.

Mary Koehlinger

Mary Koehlinger, Vice President

Alan McMahan

Alan McMahan, Secretary pro tem

ALLEN COUNTY PUBLIC LIBRARY

INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY

FOR THE YEAR-TO-DATE ENDED SEPTEMBER 30, 1987

13-Oct-87

			CASH BASIS			GAAP BASIS			ENCUMBRANCE BASIS			
	APPROPRIATED 1987 BUDGET	YEAR-TO-DATE BUDGET	MONTH-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL	PERCENT REMAINING	ADJUSTMENTS TO GAAP BASIS	YEAR-TO-DATE ACTUAL	PERCENT REMAINING	ADJUSTMENTS TO ENCUMBERED BASIS	YEAR-TO-DATE ENCUMBERED	UNENCUMBERED BALANCE	PERCENT REMAINING
REVENUES:												
AUTO EXCISE TAX	536,130	290,582	0.00	449,197.32	16.21%		449,197.32	16.21%				
REAL PROPERTY TAX LEVY	5,564,677	3,016,054	0.00	2,910,396.42	47.70%		2,910,396.42	47.70%				
INTANGIBLES TAX	80,033	43,378	0.00	52,989.25	33.79%		52,989.25	33.79%				
PHOTOCOPYING FEES	120,000	90,002	8,170.86	82,430.87	31.31%		82,430.87	31.31%				
EXTENDED USE FEES	120,000	90,002	7,810.10	79,721.92	33.57%		79,721.92	33.57%				
INTERGOVERNMENTAL REVENUE	34,200	29,200	3,569.33	169,603.86	-395.92%		169,603.86	-395.92%				
PARKING FEES	130,000	97,502	9,112.85	84,861.66	34.72%		84,861.66	34.72%				
RENTAL INCOME	9,800	7,350	3,000.00	8,120.00	17.14%		8,120.00	17.14%				
GIFTS & DONATIONS	5,000	3,750	286.52	2,378.52	52.43%		2,378.52	52.43%				
INTEREST	35,000	18,970	942.28	15,114.80	56.81%		15,114.80	56.81%				
OTHER REVENUES	40,000	30,004	2,658.34	28,094.14	29.76%		28,094.14	29.76%				
TOTAL REVENUES	6,674,840	3,716,794	35,550.28	3,882,908.76	41.83%	0.00	3,882,908.76	41.83%				
EXPENDITURES:												
CURRENT:												
TOTAL COMPENSATION	3,200,000	2,367,615	253,963.31	2,402,448.39	24.92%	160,700.00	2,563,148.39	19.90%		2,563,148.39	636,851.61	19.90%
EMPLOYEE BENEFITS	510,000	377,137	27,171.17	360,790.27	29.26%	70,363.00	431,153.27	15.46%		431,153.27	78,846.73	15.46%
TOTAL PERSONAL SERVICES	3,710,000	2,744,752	281,134.48	2,763,238.66	25.52%	231,063.00	2,994,301.66	19.29%	0.00	2,994,301.66	715,698.34	19.29%
OFFICE SUPPLIES	55,200	41,401	1,737.84	33,821.22	38.73%	18.52	33,839.74	38.70%	389.50	34,229.24	20,970.76	37.99%
OPERATING SUPPLIES	169,800	129,204	5,462.58	171,593.31	-1.06%	4,332.30	175,925.61	-3.61%	14,687.67	190,613.28	(20,813.28)	-12.26%
MAINTENANCE SUPPLIES	42,000	31,500	1,348.03	21,078.76	49.81%	334.74	21,413.50	49.02%	866.75	22,280.25	19,719.75	46.95%
TOTAL SUPPLIES	267,000	202,105	8,548.42	226,493.29	15.17%	4,685.56	231,178.85	13.42%	15,943.92	247,122.77	19,877.23	7.44%
PROFESSIONAL SERVICES	89,675	67,258	5,103.05	80,973.30	9.70%	1,323.96	82,297.26	8.23%	568.43	82,865.69	6,809.31	7.59%
COMMUNICATION & TRANSPORTATION	150,000	112,503	10,726.36	125,272.03	16.49%	769.21	126,041.24	15.97%		126,041.24	23,958.76	15.97%
PRINTING & ADVERTISING	8,600	6,450	0.00	2,248.00	73.86%	60.00	2,308.00	73.16%	87.00	2,395.00	6,205.00	72.15%
INSURANCE	100,000	0	25.00	5,939.00	94.06%		5,939.00	94.06%		5,939.00	94,061.00	94.06%
UTILITY SERVICES	380,000	280,407	27,751.16	280,530.00	26.18%	2,097.91	282,627.91	25.62%	3,282.00	285,909.91	94,090.09	24.76%
REPAIRS & MAINTENANCE	315,259	240,195	17,118.22	158,529.00	49.71%	5,314.87	163,843.87	48.03%	33,630.10	197,473.97	117,785.03	37.36%
LEASING & RENTALS	46,488	34,866	3,098.68	35,178.33	24.33%	2,187.88	37,366.21	19.62%	9,578.50	46,944.71	(456.71)	-0.98%
MISCELLANEOUS SERVICES	103,200	70,650	1,485.55	125,044.87	-21.17%	7,017.05	132,061.92	-27.97%	701.85	132,763.77	(29,563.77)	-28.65%
TOTAL OTHER SERVICES & CHARGES	1,193,222	812,329	65,308.02	813,714.53	31.81%	18,770.88	832,485.41	30.23%	47,847.88	880,333.29	312,888.71	26.22%
CAPITAL OUTLAYS:												
GENERAL FIXED ASSETS	230,000	108,750	7,468.75	113,373.19	50.71%	853.50	114,226.69	50.34%	9,194.85	123,421.54	106,578.46	46.34%
BOOKS	920,697	690,532	34,452.32	738,519.41	19.79%	15,559.53	754,078.94	18.10%	109,141.24	863,220.18	57,476.82	6.24%
PERIODICALS	210,000	157,503	5,517.64	96,187.72	54.20%	1,240.81	97,428.53	53.61%		97,428.53	112,571.47	53.61%
NON-PRINT MATERIALS	145,000	108,752	5,624.53	86,252.86	40.52%	3,047.33	89,300.19	38.41%	10,142.37	99,442.56	45,557.44	31.42%
TOTAL CAPITAL OUTLAYS	1,505,697	1,065,537	53,063.24	1,034,333.18	31.31%	20,701.17	1,055,034.35	29.93%	128,478.46	1,183,512.81	322,184.19	21.40%
TOTAL EXPENDITURES	6,675,919	4,824,723	408,054.16	4,837,779.66	27.53%	275,220.61	5,113,000.27	23.41%	192,270.26	5,305,270.53	1,370,648.47	20.53%
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,079)	(1,107,929)	(372,503.88)	(954,870.90)		(275,220.61)	(1,230,091.51)					

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT SEPTEMBER 30, 1987

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	SEPTEMBER 30, 1987	SEPTEMBER 30, 1986
ASSETS									
CASH ON DEPOSIT	13,745.15	1,146.67		604,198.55	3,245.48			622,335.85	
CASH ON HAND	2,538.50							2,538.50	
CASH WITH FISCAL AGENT			1,050.00					1,050.00	
INVESTMENTS AT COST OR AMORTIZED COST				1,747,841.00				1,747,841.00	
TAXES DUE FROM COUNTY GOVERNMENT								0.00	
ACCRUED INTEREST				4,599.09				4,599.09	
DUE FROM OTHER GOVERNMENTS	1,638.67							1,638.67	
DUE FROM OTHER FUNDS			157,529.09					157,529.09	
PREPAID EXPENDITURES								0.00	
FIXED ASSETS:									
LAND						1,427,900.48		1,427,900.48	
BUILDINGS						7,782,544.69		7,782,544.69	
FURNITURE AND EQUIPMENT						3,481,937.61		3,481,937.61	
ACPL LIBRARY COLLECTION						26,015,861.72		26,015,861.72	
AVAILABLE IN DEBT SERVICE FUND							158,186.59	158,186.59	
AMOUNT TO BE PROVIDED--RETIREMENT OF L/T DEBT							4,166,813.41	4,166,813.41	
AMOUNT TO BE PROVIDED--VACATION PAY LIABILITY							204,679.00	204,679.00	
TOTAL ASSETS	17,922.32	1,146.67	158,579.09	2,356,638.64	3,245.48	38,708,244.50	4,529,679.00	45,775,455.70	0.00
LIABILITIES & FUND EQUITY									
LIABILITIES:									
ACCOUNTS PAYABLE	44,157.61			289.10				44,446.71	
TEMPORARY LOANS/FINANCING	284,012.00							284,012.00	
ACCRUED WAGES & BENEFITS	231,063.00						204,679.00	435,742.00	
UNREMITTED WITHHOLDINGS	52,950.11							52,950.11	
RECORD DEPOSITS PAYABLE	25,359.55							25,359.55	
DUE TO OTHER FUNDS	157,529.09							157,529.09	
MATURED BONDS PAYABLE								0.00	
MATURED INTEREST PAYABLE	516.67		392.50					909.17	
GENERAL OBLIGATION BONDS PAYABLE							4,325,000.00	4,325,000.00	
TOTAL LIABILITIES	795,588.03	0.00	392.50	289.10	0.00	0.00	4,529,679.00	5,325,948.63	0.00
FUND EQUITY:									
INVESTMENT IN GENERAL FIXED ASSETS						38,708,244.50		38,708,244.50	
FUND BALANCES:									
RESERVED FOR ENCUMBRANCES	192,270.26			1,924,769.98				2,117,040.24	
RESERVED FOR PREPAID ITEMS								0.00	
RESTRICTED-SPECIAL REVENUE		1,146.67						1,146.67	
DESIGNATED FOR DEBT SERVICE			158,186.59					158,186.59	
UNDESIGNATED	(969,935.97)			431,579.56	3,245.48			(535,110.93)	
TOTAL FUND EQUITY	(777,665.71)	1,146.67	158,186.59	2,356,349.54	3,245.48	38,708,244.50	0.00	40,449,507.07	0.00
TOTAL LIABILITIES & FUND EQUITY	17,922.32	1,146.67	158,579.09	2,356,638.64	3,245.48	38,708,244.50	4,529,679.00	45,775,455.70	0.00

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

GAAP BASIS

ALLEN COUNTY PUBLIC LIBRARY
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED SEPTEMBER 30, 1987

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	EXPENDABLE TRUST	YEAR-TO-DATE SEP 30, 1987	SEP 30, 1987
REVENUES:							
AUTO EXCISE TAX	449,197.32		67,428.60			516,625.92	
REAL PROPERTY TAX LEVY	2,910,396.42		436,877.19			3,347,273.61	
INTANGIBLES TAX	52,989.25		7,954.19			60,943.44	
USER FEES	162,152.79					162,152.79	
INTERGOVERNMENTAL REVENUE	169,603.86					169,603.86	
PARKING FEES	84,861.66					84,861.66	
GIFTS & DONATIONS	2,378.52	808.08				3,186.60	
INTEREST	15,114.80			148,945.15	124.96	164,184.91	
OTHER REVENUES	36,214.14					36,214.14	
TOTAL REVENUES	3,882,908.76	808.08	512,259.98	148,945.15	124.96	4,545,046.93	0.00
EXPENDITURES--CURRENT:							
COMPENSATION & BENEFITS	2,994,301.66					2,994,301.66	
SUPPLIES	231,178.85	315.00		57,572.00		289,065.85	
PROFESSIONAL SERVICES	82,297.26			4,197.96		86,495.22	
COMMUNICATION & TRANSPORTATION	128,349.24			1,750.70		130,099.94	
INSURANCE	5,939.00			25,259.00		31,198.00	
UTILITY SERVICES	282,627.91					282,627.91	
REPAIRS & MAINTENANCE	163,843.87			163,906.05		327,749.92	
LEASING & MISCELLANEOUS SERVICES	169,428.13					169,428.13	
EXPENDITURES--CAPITAL OUTLAY:						0.00	
GENERAL FIXED ASSETS	114,226.69			328,742.72		442,969.41	
LIBRARY MATERIALS	940,807.66	1,398.44		27,200.00		969,406.10	
EXPENDITURES--DEBT SERVICE:						0.00	
PRINCIPAL RETIREMENT			295,000.00			295,000.00	
INTEREST CHARGES			269,251.46			269,251.46	
TOTAL EXPENDITURES	5,113,000.27	1,713.44	564,251.46	608,628.43	0.00	6,287,593.60	0.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,230,091.51)	(905.36)	(51,991.48)	(459,683.28)	124.96	(1,742,546.67)	0.00
OTHER FINANCING SOURCES (USES):							
PROCEEDS OF G. O. BONDS						0.00	
OPERATING TRANSFERS IN	258,529.09		101,000.00			359,529.09	
OPERATING TRANSFERS OUT	(101,000.00)		(258,529.09)	(289.10)		(359,818.19)	
TOTAL OTHER FINANCING SOURCES (USES):	157,529.09	0.00	(157,529.09)	(289.10)	0.00	(289.10)	0.00
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(1,072,562.42)	(905.36)	(209,520.57)	(459,972.38)	124.96	(1,742,835.77)	0.00
FUND BALANCES-JANUARY 1, 1987	413,501.79	2,052.03	(61,523.39)	2,847,272.52	3,120.52	3,204,423.47	
FUND BALANCE ADJUSTMENTS FROM JAN 1	(118,605.08)		429,230.55	(30,950.60)		279,674.87	
FUND BALANCES-SEPTEMBER 30, 1987	(777,665.71)	1,146.67	158,186.59	2,356,349.54	3,245.48	1,741,262.57	0.00

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
Tuesday, November 24, 1987
3:00 p.m. - Room 4, Main Library
900 Webster Street

1. Roll call

2. Adoption of the agenda

3. Approval of the minutes of the October 22, 1987 regular meeting

4. Reception of the financial report for October 1987

5. Payment of the bills

6. Election of treasurer

7. Approval of treasurer's bond

8. Resolution No. 1987-23 - A Resolution Authorizing Individuals to Respond to Inquiries from Public Employees Retirement Fund

9. Report of the director

10. Committee reports

11. Personnel - Appointments

12. Resolution No. 1987-24 - A Resolution to Advertise for Bids for Children's Room Renovation

13. Resolution No. 1987-25 - To Approve a New Job Classification for the Allen County Public Library

14. Resolution No. 1987-26 - To Approve a New Wage and Salary Structure for the Allen County Public Library

15. Resolution No. 1987-27 - Resolution Establishing a Policy for the Administration of the Job Classification and Pay Plan of the Allen County Public Library.

16. Resolution No. 1987-28 - In the Matter of Implementing a New Job Classification and Pay Plan for the Allen County Public Library

17. Approval of joint promotional activities

18. Approval of architect contracts for Children's Room renovation and facilities survey

19. Consideration of proposals for operation of library parking lots

20. Other business

21. Adjournment

MINUTES
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
November 24, 1987
3:00 p.m.
Room 4, Main Library

Present: Mrs. Riley, Mr. Andorfer, Mrs. Koehlinger, Mr. McMahan, Mr. Coleman, Mrs. Gates

Absent: Mrs. Beaman

The Board of Trustees of the Allen County Public Library met in regular session on Tuesday, November 24, 1987 at 3:00 p.m. in Room 4 of the main library. Mrs Koehlinger presided.

Mrs. Koehlinger proposed that the agenda be changed so that the board could take up consideration of parking lot proposals following the financial report. This change in the agenda was adopted by consensus.

On motion of Mr. Andorfer the minutes of the October 22, 1987 regular board meeting were approved as mailed.

Kathy Selzer Miller, the library's new financial manager, was introduced to the board. Mrs. Miller then presented the monthly financial report.

The board next considered proposals from four management companies to operate the library's parking lots for a three year period beginning January 1, 1988. Concern was expressed about the effect of proposed lease payments on parking rates that would be charged to library patrons and others. After further discussion Mr. McMahan moved "That new proposals be requested, and that they be based on the stipulation that the present rates, that is, those in effect as of November 24, 1987, at all library owned parking lots shall remain in effect for eighteen months following January 1, 1988, and that any rate increase after that time shall be subject to the approval of the Board of Library Trustees." The motion carried. The board agreed to meet on December 10, 1987 to consider new proposals for operation of parking lots.

Mr. Krull certified that the following bills summarized below were true and correct and supported by appropriate documentation. Then on motion of Mr. Andorfer the bills were approved for payment.

Manual Checks & Wires: November

Gross Payrolls:

October 30	125,946.89
November 13	125,276.72

Accounts Payable Check Batches:		
October 22		(250.00)
October 23		174,602.14
October 30		57,455.02
November 06		53,754.80
November 20		105,747.97
Check Runs Subtotal	$502,879.73	
Grand Total		$765,687.15

Mr. McMahan moved "That Kathy Selzer Miller be elected Treasurer of the library for a one year term commencing January 1, 1988." The motion carried.

Mrs. Gates moved "That a public official's bond for Mrs. Miller be approved in the amount of $10,000 payable by the library." The motion carried. Mr. Krull was asked to check with the library's insurance agent concerning the advisability of increasing the amount of the bond.

Mr. McMahan moved the adoption of Resolution No. 1987-23 "A Resolution Authorizing Individuals to Respond to Inquiries from Public Employees Retirement Fund." The motion carried, and the resolution so adopted is appended to and made a part of these minutes.

Mr. Krull introduced Condra Payne, Manager of Pontiac Branch Library, who presented a report on the literacy program headquartered at Pontiac Branch.

Mrs. Riley presented a report on activities of the Allen County Public Library Foundation. She noted that issues currently under discussion by the Foundation board include the investment of Foundation funds and the setting of policies and goals for the future development of the Foundation.

On motion of Mr. Coleman the following personnel actions were approved.

APPOINTMENTS TO THE AUTHORIZED STAFFING TABLE

Joyce Frederick	Clerk, Processing Services	#563	$11,413.74
Gayle Topp	Clerk, Financial Services	#242	$12,500.00

Mr. McMahan moved the adoption of Resolution No. 1987-24. "A Resolution to Advertise for Bids for Children's Room Renovation." Motion carried. This resolution is appended to and made a part of

these minutes.

Mr. Krull gave a final report on the job classification and pay plan study, conducted throughout the course of the year under the guidance of compensation consultant Thomas A. Basnight. The resulting design for a new job classification and pay plan for the Allen County Public Library were contained in a series of resolutions presented to the board for their consideration and adoption. Mr. Coleman moved the adoption of the following four resolutions which together embody all of the elements of the library's new job classification and compensation system.

Resolution No. 1987-25 "To Approve a New Job Classification for the Allen County Public Library."

Resolution No. 1987-26 "To Approve a New Wage and Salary Structure for the Allen County Public Library."

Resolution No. 1987-27 "To Establish a Policy for the Administration of the Job Classification and Pay Plan of the Allen County Public Library."

Resolution No. 1987-28 "To Implement a New Job Classification and Pay Plan for the Allen County Public Library."

The motion for the adoption of the foregoing resolutions was carried unanimously. All of the resolutions so adopted are appended to and made a part of these minutes.

On motion of Mr. McMahan, joint promotional activities were approved as follows:

Woodburn Branch Adult Reading Program.
Georgetown Branch Adult Reading Program.
New Haven Branch Adult Reading Program.

Mr. McMahan moved "That the officers and the director of the library be authorized to execute contracts for architectural services with Grinsfelder and Associates for the library facilities survey, and Archonics for renovation of the main library Children's Room, subject to the review and approval of the library's legal counsel." Motion carried.

Mrs. Gates moved "That the Board approve the submission of an application for a grant under the Library Services and Construction Act, Title 6, in the amount of $24,365.00 for the purpose of funding the library's literacy program headquartered in Pontiac Branch library." Motion carried.

Mrs. Koehlinger appointed the following members of the board to a Nominating Committee to present a slate of officers for the board for the year 1988. Mrs. Riley, Chairman, Mr. McMahan, Mr. Coleman.

Mr. Krull presented a proposal to change the selection of health insurance options offered by the library. After discussion, the proposal was referred to the Compensation and Personnel Committee and the Insurance Committee on motion of Mr. McMahan.

By consent, the board agreed to schedule the regular monthly Board Meeting for December on December 30, 1987.

There being no further business to come before the board, the meeting adjourned at 4:15.

Mary Koehlinger

Mary Koehlinger, Vice-President

Patricia E. Riley

Patricia E. Riley, Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

A RESOLUTION AUTHORIZING INDIVIDUALS	)	
TO RESPOND TO INQUIRIES FROM PUBLIC	)	No. 1987-23
EMPLOYEES RETIREMENT FUND	)	

WHEREAS, It is necessary to update the authorizations currently of file with the Public Employees Retirement Fund, now, therefore,

BE IT RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the following persons are hereby authorized to respond to Public Employees Retirement Fund inquiries concerning creditable service of employees and other related matters: Charlene P. Holly, Personnel Manager; Kathy Selzer Miller, Treasurer; Jeffrey R. Krull, Director.

Adopted this 24th day of November, 1987.

Mary Koehlinger V.P.

Mary Koehlinger, Vice President

Patricia E. Riley

Patricia E. Riley, Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

RESOLUTION TO ADVERTISE FOR BIDS FOR RENOVATING AND EQUIPPING THE CHILDREN'S ROOM OF THE MAIN LIBRARY	)))	No. 1987-24

RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that notice be given according to law, stating that bids will be received for renovating and equipping the Children's Department of the main library; and that specifications for the work to be performed will be made available to prospective bidders.

Adopted this 24th day of November, 1987.

Mary Koehlinger

Mary Koehlinger, Vice President

Patricia E. Riley

Patricia E. Riley, Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

RESOLUTION TO APPROVE A NEW JOB)
CLASSIFICATION FOR THE ALLEN COUNTY) No. 1987-25
PUBLIC LIBRARY)

RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the following job classification for the Allen County Public Library be, and hereby is approved, to become effective January 1, 1988:

ALLEN COUNTY PUBLIC LIBRARY
1988 JOB CLASSIFICATION
Supervisory and Management Jobs

PAY GRADE	JOB TITLE
M1	Storage shift leader
M2	Circulation records supervisor Circulation shift leader
M3	Housekeeping supervisor Security supervisor
M4	Acquisitions assistant manager Housekeeping Services manager Printing Services manager Storage supervisor
M5	Genealogy Department assistant manager Large branch manager Maintenance manager Processing Services manager Security manager Volunteer Services manager
M6	Acquisitions manager Art, Music, & Audio-Visual Services manager Business & Technology Department manager Cataloging Services manager Children's Services manager Circulation Services manager Genealogy Department manager Georgetown branch manager Public Information manager Readers' Services manager Television Services manager Young Adults Services manager

M7	Branch operations manager Financial manager Personnel manager Properties manager Technical Services manager
M8	Associate Director

ALLEN COUNTY PUBLIC LIBRARY
1988 JOB CLASSIFICATION
Non-management Jobs

PAY GRADE	JOB TITLE
1	Technical Services clerk
2	Branch shelver Circulation clerk Circulation filer Clearinghouse clerk Courier Genealogy clerk Shelver Third shift housekeeper Young Adults Services clerk
3	Art, Music, and Audio-Visual Services clerk Business & Technology clerk Database clerk Financial Services clerk First shift housekeeper Genealogy page Mail clerk Readers' Services clerk Registration clerk Reserves clerk Security officer Supply clerk Young Adults Services assistant
4	Acquisitions assistant Branch assistant Branch clerk Children's Services page Circulation - AMAV desk attendant Film inspector/clerk Lead security officer Lead systems operator Lead Processing assistant

4	*Maintenance technician Microtext supervisor Periodicals attendant Pontiac branch assistant manager Printing Services assistant Printing Services supervisor Production assistant Property management clerk Public Information clerk Secretary/receptionist Switchboard operator Talking Books clerk
5	Administrative assistant Assistant branch manager Bookmobile librarian Branch assistant/children's specialist Business & Technology govt. documents specialist *Cataloger Children's Services assistant Financial Services assistant Harlan/Woodburn branch manager Outreach Services specialist Overdues collector Personnel assistant Production coordinator Program director Purchasing agent
6	Administrative assistant to Director Art, Music, & Audio-Visual services assistant manager Children's Services asst. manager Georgetown branch assistant manager Graphic artist Interdepartmental librarian Juvenile bibliographer Librarian (paraprofessional) Librarian/cataloger AMAV Pontiac/Monroeville branch manager Public Access coordinator Public Information assistant Young Adults Services assistant manager

7	Business & Technology Department assistant manager Librarian (professional) Readers' Services asst. manager
8	Adult bibliographer Systems manager

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*A Special range has been established for this job based on labor market rates rather than job evaluation results. See 1988 Wage and Salary Structure.

Adopted this 24th day of November, 1987.

Mary Koehlinger

Mary Koehlinger, Vice President

Patricia E. Riley

Patricia E. Riley, Secretary

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

RESOLUTION TO APPROVE A NEW WAGE AND)
SALARY STRUCTURE FOR THE ALLEN COUNTY) No. 1987-26
PUBLIC LIBRARY)

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the following wage and salary structure for the Allen County Public Library be, and hereby is approved to become effective January 1, 1988:

ALLEN COUNTY PUBLIC LIBRARY

1988 SUPERVISORY AND MANAGEMENT WAGE AND SALARY STRUCTURE

	MINIMUM	MAXIMUM
GRADE 1	11,475	17,000
GRADE 2	12,600	19,000
GRADE 3	13,500	20,000
GRADE 4	17,100	26,000
GRADE 5	21,600	33,000
GRADE 6	24,300	36,500
GRADE 7	29,700	44,000
GRADE 8	33,300	50,000

ALLEN COUNTY PUBLIC LIBRARY

1988 NON-MANAGEMENT WAGE AND SALARY STRUCTURE

	MINIMUM	MAXIMUM
GRADE 1	9,000	13,500
GRADE 2	9,900	15,000
GRADE 3	10,800	17,000
GRADE 4	11,700	18,000
	14,850 *	22,000 *
GRADE 5	13,500	20,000
	19,800 *	29,000 *
GRADE 6	14,400	22,000
GRADE 7	19,800	32,000
GRADE 8	27,000	40,000

* Special range based on labor market rates rather than job evaluation results.

Adopted this 24th day of November, 1987.

Mary Koehlinger

Mary Koehlinger, Vice President

Patricia E. Riley

Patricia E. Riley, Secretary

OFFICAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

RESOLUTION ESTABLISHING A POLICY FOR THE ADMINISTRATION OF THE JOB CLASSIFICATION AND PAY PLAN OF THE ALLEN COUNTY PUBLIC LIBRARY	))))	NO. 1987-27

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that the following policy for the administration of the job classification and pay plan of the Allen County Public Library be, and hereby is established, to become effective January 1, 1988:

Here include verbatim policy statement.

Adopted this 24th day of November, 1987.

Mary Koehlinger

Mary Koehlinger, Vice President

Patricia E. Riley

Patricia E. Riley, Secretary

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1.0 OBJECTIVE AND OVERALL POLICY

The objective of the Library's wage and salary administration program is to help ensure that the organization is able to attract, retain and motivate the number and caliber of individuals necesssary to achieve its goals and to do so in the most cost-effective way possible.

In order to accomplish this, a wage or salary range will be established for each of the organization's jobs and these ranges will be (a) internally equitable, i.e., fair when compared with the ranges established for other Library jobs as well as (b) externally competitive when compared with the rates paid and ranges utilized by other employers for comparable jobs. Each employee will receive a rate of pay that falls within the range that has been established for his or her job. Employees progress through the salary ranges assigned to their jobs so long as job performance warrants. Consistent with the organization's stated commitments, all Library wage and salary administration programs will be designed and administered in such a way as to comply with all laws and to provide fair treatment for all employees regardless of race, color, religion, sex, national origin, or handicap.

2.0 RESPONSIBILITIES

2.1 DIRECTOR

The Director of the Library maintains final authority in all wage and salary matters.

2.2 PERSONNEL MANAGER

The Personnel Manager is responsible for developing and securing the Director's approval of all wage and salary administration program policies, the wage and salary ranges used for Library jobs, and the size and distribution of pay increase budgets. In addition, the Personnel Manager is responsible for directing the development and implementation of the procedures and practices necessary to ensure compliance with existing policies.

2.3 ALL MANAGERS

Managers are responsible for initiating actions which will ensure that the pay of their subordinates is internally equitable and externally competitive. Managers with compensation related concerns should contact the Personnel Manager to initiate the review process.

3.0 DEFINITIONS

3.1 NONSUPERVISORY EMPLOYEES

Nonsupervisory employees are either nonexempt or exempt professional/ administrative employees.

Nonexempt Jobs:

Employees are covered under the overtime and minimum wage provisions of the Fair Labor Standards Act (FLSA).

Exempt Professional/Administrative Jobs:

Employees are exempt from the overtime provisions of the FLSA.

3.2 SUPERVISORY AND MANAGERIAL EMPLOYEES

Supervisory and managerial employees are salaried employees who because of their job duties and salaries qualify for the Executive Exemption from the minimum wage and overtime provisions of the FLSA, or who would do so except for the time spent in nonexempt duties.

3.3 POSITIONS versus JOBS

A position is a collection of tasks or job duties which constitutes the total work assignment of an individual employee. There are as many positions within the Library as there are employees. A job is a position which is unique, or two or more positions which are substantially the same and unique from other positions in terms of either the nature or level of work performed by the position incumbent(s).

3.4 JOB ANALYSIS QUESTIONNAIRE

A job analysis questionnaire is a questionnaire which employees complete in writing and, in doing so, describe the work that they do, the skills and abilities required in order to perform their jobs, and the physical environment in which the work is performed.

3.5 JOB DESCRIPTION

A job description is a written statement of major responsibilities of and the job duties performed by the job incumbent(s). These descriptions contain information regarding the skills and abilities required in order to perform the job. A job description is developed for each Library job. These descriptions are used for the following purposes:

- To evaluate jobs and determine pay grade assignments,
- To ensure accurate job-to-job comparisons during the conduct of salary surveys, and
- To ensure that employees are assigned to the correct job and job title.

3.6 JOB EVALUATION

Job evaluation is the process used to determine the relative worth of the organization's jobs. Each job is evaluated in terms of factors which contribute to the worth of the jobs. Jobs previously evaluated may be re-evaluated whenever significant changes occur in duties, responsibilities, required skills, working conditions, etc.

3.7 WAGE/SALARY GRADES

A wage or salary grade is a grouping of jobs of approximately equal worth as determined by job evaluation methods. Grades are established as a tool for the administration and control of employee pay.

3.8 WAGE/SALARY RANGES

Each range is stated as a minimum and maximum rate that can be paid for a job.

3.9 WAGE/SALARY STRUCTURES

Wage and salary structure are hierarchies of pay grades and ranges. Once evaluated, jobs are assigned to the grades and ranges on a structure.

4.0 THE WAGE AND SALARY STRUCTURE

Two different structures have been established for Library jobs. One structure contains Library supervisory and managerial jobs. The other structure contains the Library's nonexempt jobs, and its exempt professional and administrative jobs.

Each employee is assigned to a job title on the basis of his or her job duties, and each job is assigned to a pay grade and range on the appropriate structure. The grade level assignment for each job is based on management's evaluation of the worth of each job relative to the other jobs on the structure. Formal job evaluation plans are used to determine the level of skill, effort, responsibility and the working conditions inherent in each job. These job evaluation plans establish an internal job hierarchy within which the more complex or difficult jobs receive greater point totals and are placed in higher pay grades.

4.1 SALARY RANGE DEVELOPMENT

The Library's goal is to achieve and maintain a "competitive" external compensation philosophy with each salary range developed around a midpoint that is targeted to external practices and used as an internal control point to monitor employee range progression. The midpoint of each range represents the competitive going rate or Job Value Rate for the jobs assigned to that pay grade and range.

5.0 STRUCTURE MAINTENANCE PROCEDURES

5.1 CHANGING THE WAGE AND SALARY WAGES

The ranges assigned to the grades and jobs on the two structures are intended to be positioned competitively when compared to the average rates paid for comparable jobs by other organizations in the various labor markets in which the Library competes for people. In order to ensure that these ranges are in the proper position in the labor market, pay surveys are consulted regularly by the Personnel staff.

Based on the data collected in these surveys and the Library's budgetary constraints, any appropriate increases to the existing range will be submitted by the Personnel Manager to the Director for review and approval. Any adjustments to the library's wage and salary structures must be approved by the Board of Library Trustees.

Experience has shown that the rates of pay in the labor market and the cost-of-living often increase at different speeds, and because the Library wishes its rates of pay to be competitive with those of other employers, it changes its wage and salary ranges based on movement in the labor market average rates and not on the basis of changes in one of the various cost-of-living measures.

5.2 ADDING NEW JOBS TO THE STRUCTURES

When the creation of a new job is approved, the responsible manager will prepare a job analysis questionnaire for the new job. The Personnel Department will prepare a job description based upon the questionnaire and will review it with appropriate management staff for approval. The Personnel office will use the approved job description and:
(a) gather labor market data (if available) on the rates paid for comparable work by the Library's people competitors, (b) evaluate the job, and (c) based on (a) and (b) assign the job to the appropriate wage/salary structure, grade and range. Decisions in such matters may be appealed to the Director. Requests for adding new jobs to the structures must be accompanied by administrative approval. New jobs will be reanalyzed, and necessary modifications made to descriptions and/or evaluations, within six months of the job's inception.

5.3 RE-EVALUATIONS

From time to time, the duties of some Library employees may change. This may occur, for instance, if the work in an organization component is rearranged so that some employees' jobs are increased or decreased in responsibility. In such cases, the employee and/or his her supervisor should complete a job analysis questionnaire.

The completed questionnaire is then to be compared with the existing job descriptions in order to determine if a new job description needs to be written, if an existing description needs to be modified, and which job title, wage and salary structure, grade and range is most appropriate in view of the employee's duties and responsibilities.

The Personnel Office will make the initial decision in such matters. Disagreements, if any, between the supervisor and the Personnel Manager will be forwarded to the Director for resolution.

If an existing job is re-evaluated to a higher grade level as a result of added or changed duties and/or responsibilities, a promotional increase will be considered for those employees occupying the job. If re-evaluation places the job in a lower grade level, the appropriate reassignment policy will be followed. Ordinarily, employees will not have their pay reduced as a result of re-evaluation.

It is the manager's responsibility to ensure that requests for re-evaluations are submitted within ninety days of the change in job duties and responsibilities.

6.0 STARTING RATES AND PAY INCREASES

6.1 STARTING RATES

New hires will not normally be paid below the minimums of the ranges which have been established for their jobs, and it is expected that job applicants with little or no relevant experience will be hired at or near the minimums of their respective wage/salary ranges.

6.1.1 PRIOR EXPERIENCE

If a new employee has recent and relevant work experience on the same job to which he or she is being hired at the Library and which will enable him or her to perform the job duties at a level above that of an inexperienced employee, he or she may be credited for any previous experience on the same job in accordance with Personnel Office guidelines.

The amount of credited experience is determined jointly by the Personnel Office and the hiring manager.

6.2 PAY INCREASES

Library employees may receive pay increases during the course of their employment in a number of ways. Pay increases may reflect experience gained on the job, promotion to a job in a higher pay grade, or adjustments to the wage and salary structure.

6.2.1 EXPERIENCE PLAN INCREASES

The Library will strive to provide pay increases to individual employees in recognition of the value of the experience they gain on the job over time. The Board of Library Trustees will determine annually the amount of funds available for experience pay increases, as well as the manner in which such funds will be allocated for individual pay increases.

6.2.2 PROMOTION INCREASES

Promotion increases are granted on an individual basis and are intended to reward an employee for moving from a job of lesser worth to a job of greater worth--i.e., from a job with a lower rate to a job with a higher one. Promotion increases will be granted concurrently with the employee's assumption of his or her new job duties and responsibilities.

The following factors will be considered in determining the amount of the promotion increase:

- The amount and timing of the most recent and/or any pending pay increase;

- The employee's position in the wage/salary range assigned to the job to which he or she is being promoted; and

- The pay relationships between the employee, persons occupying identical and similar jobs, and his/her supervisor.

The following guidelines are suggested for promotion increases:

- Promotions within the nonsupervisory structure should be a minimum of 7 percent of the employee's straight-time wage or salary;

- Promotions within the supervisory and managerial structure should be a minimum of 7 percent of the employee's straight-time salary; and

- Promotions from nonsupervisory to supervisory jobs should be a minimum of 10 percent of the employee's straight-time wage or salary.

A promotion increase generally must be at least large enough to bring the employee's wage or salary to the minimum of his or her new range.

A below-minimum starting rate will also be permitted in the usual situation where because there are no available candidates with the minimum required qualifications, it is necessary to provide a training period for the selected incumbent. Below-minimum rates should be advanced to the minimum within a period of twelve (12) months.

A promotion increase may not bring an employee's wage or salary above the maximum of his or her range.

6.2.3 STRUCTURE ADJUSTMENT

When the library's wage and salary structures are changed as described in Section 5.1, the pay rates of individual employees whose jobs fall within the affected ranges may be adjusted to maintain employees' relative positions within the range. However, such adjustments to individuals' pay rates are not automatically made whenever an adjustment to the wage and salary structure occurs. Policy or budgetary considerations may

result in adjustments being made to the wage and salary structure without any corresponding adjustments being made to the pay rates of individuals in affected ranges.

7.0 LATERAL MOVES OR TRANSFERS

Lateral moves are changes in job assignment resulting in no change in pay grade or range. Such moves are not accompanied by pay increases.

8.0 TEMPORARY ASSIGNMENT

Due to the nature of the Library's operations, it may be necessary that the Library temporarily assign employes to work in a job other than their regular job.

8.1 HIGHER GRADED JOBS

Provided the employee performs the essential functions (the principal duties and/or responsibilities) of the higher level job, the transfer shall be considered a temporary promotion and the employee will be compensated in accordance with the provisions of the Promotion Increase Policy for each assignment which covers thirty or more consecutive work days.

8.2 LOWER GRADED JOBS

If the temporary transfer is to a lower graded job, the employee shall continue to be paid at the rate of pay for his or her regular job. Where the temporary transfer is made in lieu of layoff, the employee's rate shall be adjusted in accordance with the Reassignment Policy (see Section 9.0)

9.0 REASSIGNMENTS

Reassignments are nontemporary moves to lower graded jobs. When a reassignment occurs, the employee's wage or salary is reviewed for decrease consideration in the following ways:

- If the Library reassigns an employee to a job in a lower range, his or her wage or salary will be reduced a level that is no higher than the maximum of the wage/salary range assigned to the new job. The wage or salary will then be frozen until the pay level of incumbents with similar experience performing the same or similar job catches up with the frozen rate.

- If an employee asks to be reassigned to a job in a lower range, he or she will receive the wage or salary for that job which other incumbents with similar experience receive.

10.0 RED CIRCLE RATES

An employee whose wage or salary is above the maximum of the wage and salary range for his or her job is designated as having a Red Circle Rate. Less than average or no further pay increases will be granted until such time as the employee's pay falls within the assigned range.

Red circle rates violate the Library's stated compensation philosophy and objectives and leave the Library potentially vulnerable to legal complaints of unfair pay practices. Less than average pay increases or no increase demonstrates the Library's knowledge and remedy of the situation.

11.0 TREATMENT OF INFORMATION

Employee wage or salary information is confidential and restricted to those managers needing access to same in order to discharge their managerial responsibilities.

All Library employees are to be informed of their job title, pay grade, and range by their supervisor.

12.0 INTERPRETATIONS AND EXCEPTIONS

Questions regarding and requests for wage and salary changes, as well as questions regarding the interpretation of these policies, are to be directed to the Personnel Office. Exceptions to these policies must be reviewed by the Personnel Manager and approved by the Director.

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

IN THE MATTER OF IMPLEMENTING A NEW JOB)
CLASSIFICATION AND PAY PLAN FOR THE) No. 1987-28
ALLEN COUNTY PUBLIC LIBRARY)

RESOLVED, by the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that for the purposes of implementing the new job classification and pay plan for library staff adopted by this board on November 24, 1987, to become effective January 1, 1988, the following principles and procedures shall govern the transition to the new system:

1. Effective January 1, 1988, each employee's rate of compensation shall be increased to the greater of either (a) 103% of the employee's current rate of compensation, or (b) the minimum salary specified for the pay range into which the employee's job falls under the new job classification scheme.

2. For any employee hired prior to October 1, 1985, there shall be calculated an "experience pay increment," based upon the employee's prior service with the library. This experience pay increment has been calculated by multiplying each eligible employee's actual salary at certain anniversary dates of employment by an experience factor, as follows: second anniversary - 1.02; fifth anniversary - 1.04; tenth anniversary - 1.05; twentieth anniversary - 1.05; anniversaries other than those specified herein, beginning with the third anniversary - 1.0075.

3. Each employee eligible for an experience pay increment shall have an amount equal to 50% of the total increment added to his or her base pay, effective with the first payroll following July 1, 1988. The remainder of an eligible employee's experience increment shall be added to base pay in subsequent years, as the library budget permits. The goal will be to add the full experience increment to base pay within three budget years, beginning in 1988. No lump-sum or other final payment for an experience increment will be made to any employee who leaves the employ of the library before the full amount is added to base pay.

Adopted this 24th day of November, 1987.

Mary Koehlinger

Mary Koehlinger, Vice President

Patricia E. Riley

Patricia E. Riley, Secretary

MINUTES
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
December 10, 1987
1:45 p.m.
Room 4, Main Library

Present: Mrs. Koehlinger, Mr. Andorfer, Mrs. Riley, Mr. McMahan.

Absent: Mr. Coleman, Mrs. Gates.

The Board of Library Trustees of the Allen County Public Library met in special session on Thursday, December 10, 1987, at 1:45 p.m. in Room 4 of the main library. Mrs. Koehlinger presided.

Mr. Krull reported that four proposals had been received in response to the library's revised specifications and request for proposals to operate three library-owned parking lots for a three-year period commencing January 1, 1988. Copies of the four proposals were given to each board member. The following firms submitted proposals: Knight Parking, Inc., Light and Breuning Realtors, Inc., Tippmann Properties, Inc., and Apcoa, Inc.

The board studied and discussed the proposals. Mr. McMahan then moved, "That the proposal of Light and Breuning Realtors, Option B, be accepted, and a three year lease be executed with Light and Breuning Realtors, Inc., based upon this proposal." The motion carried.

There being no further business, the meeting adjourned at 2:00 p.m.

Mary Koehlinger

Mary Koehlinger, Vice-President

Patricia Riley

Patricia E. Riley, Secretary

MINUTES
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
December 10, 1987
2:15 p.m.
Board Room, Main Library

Present: Mrs. Koehlinger, Mr. Andorfer, Mrs. Riley, Mr. McMahan.

Absent: Mr. Coleman, Mrs. Gates.

The Board of Library Trustees of the Allen County Public Library met in executive session on Thursday, December 10, 1987, at 2:15 p.m. in the Board Room of the main library, for the purpose of discussing matters related to real estate. Mrs. Koehlinger presided.

No decisions were made nor votes taken on the matters under discussion, and the meeting was adjourned at 3:45 p.m.

Mary Koehlinger

Mary Koehlinger, Vice-President

Patricia Riley

Patricia E. Riley, Secretary

AGENDA
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
December 30, 1987
9:00 a.m. - Room 4, Main Library

1. Roll call.

2. Adoption of the agenda.

3. Approval of the minutes of the November 24, 1987 regular meeting, and the December 10, 1987 special meeting and executive session.

4. Reception of the financial report for November, 1987.

5. Payment of bills.

6. Resolution No. 1987-29, A Resolution to Transfer Appropriations Within the General Fund.

7. Report of director.

8. Committee reports.

9. Personnel.

10. Report on amount of treasurer's bond.

11. Approval of change in health insurance program.

12. Resignation of Mrs. Beaman.

13. Reappointment of Mrs. Gates.

14. Appointments to the Allen County Public Library Foundation Board of Trustees.

15. Approval of joint promotional activity.

16. Approval of holidays and closing dates for 1988.

17. Presentation by architect on Children's Room renovation.

18. Other business.

19. Adjournment.

MINUTES
Board of Library Trustees
ALLEN COUNTY PUBLIC LIBRARY
December 30, 1987
9:00 a.m.
Room 4, Main Library

Present: Mr. Andorfer, Mrs. Koehlinger, Mr. McMahan, Mr. Coleman, Mrs. Gates

Absent: Mrs. Beaman, Mrs. Riley

The Board of Library Trustees of the Allen County Public Library met in regular session on Wednesday, December 30, 1987, at 9:00 a.m. in Room 4 of the main library. Mrs. Koehlinger presided. Mrs. Gates was appointed secretary pro tem.

On motion of Mrs. Gates the agenda was adopted as distributed.

Mr. McMahan moved the approval of the minutes of the November 24, 1987, regular meeting, the December 10, 1987, special meeting, and the December 10, 1987, executive session. The motion carried.

Mrs. Miller presented the financial report for November, 1987, which is appended to and made a part of these minutes.

Mr. Krull certified that the following bills were true and correct and supported by appropriate documentation to the best of his knowledge and belief. Then on motion of Mr. Andorfer the bills were approved for payment.

Manual Payroll Checks (Net): December	$2,642.14
Gross Payrolls:	
November 27	125,988.66
December 11	125,184.81
December 23	120,402.41
Accounts Payable Check Batches:	
November 30	163,914.82
December 4	1,275,854.88
December 11	141,303.81
December 17	(52.50)
December 18	64,992.28
December 28	80,269.91
Check Runs Subtotal:	$1,726,283.20

Grand Total	$2,100,501.22

Mr. McMahan moved the adoption of Resolution No. 1987-29. "A Resolution to Transfer Appropriations Within the General Fund." The motion carried and the resolution so adopted is appended to and made a part of these minutes.

Mr. Krull presented the report of the Director as follows:

> The facilities survey of all library properties is progressing according to schedule. Architects and engineers have visited all library locations and are expected to complete preliminary findings by mid-January.
>
> Mr. Fortriede was called upon to report on library service statistics through November. As compared with November, 1986, circulation for November, 1987, was up 5%. Reference questions answered were down 13.7% and total patron service units were up 2.5%.
>
> Work on the library's automation project is progressing steadily although no direct impact on public service will be apparent for some time. AMIGOS Bibliographic Center in Dallas, Texas has completed initial keying of bibliographic records that the library has sent to them over the past several months. Data elements converted to machine readable form are now being matched against the OCLC database located in Columbus, Ohio. The purpose of this process is to capture full bibliographic records in MARC format which will later be loaded into the ACPL's on-site computer. The practical application of the automation system will become feasible in February.

On motion of Mr. McMahan the following appointments were approved.

APPOINTMENTS TO THE AUTHORIZED STAFFING TABLE

Carol Nahrwold	Librarian II, Business & Technology	#307	$19,800.04
Alice Barva	Overdues Collector, Circulation Svcs.	#445	$13,500.24

Mr. McMahan moved "that the authorized staffing table for 1988 be approved as presented." Mr. Andorfer moved to amend this motion by adding the words "subject to the execution of any appropriation transfers as may be required to fund all positions for the entire year." The motion was adopted as amended.

Mr. McMahan moved "that the amount of the treasurer's bond be increased

from $10,000.00 to $100,000.00 with the premium payable by the library." The motion carried.

On motion of Mr. McMahan the board approved a change in the library's medical insurance coverage which is summarized as follows:

Current health insurance offerings available to staff:

Physicians Health Plan (HMO). Medical and dental coverage.

Maxicare (HMO). Medical and dental coverage.

Blue Cross/Blue Shield (Indemnity-type). Medical coverage, "first dollar" payment policy.

Dentacare. Stand-alone dental coverage.

Health insurance offerings to be available to staff under new program.

Physicans Health Plan (HMO). Medical and dental coverage.

Key Health (HMO). Medical coverage.

Blue Cross/Blue Shield (Indemnity-type). Medical coverage, 80 - 20 co-pay and low deductible coverage.

Dentacare. Stand-alone dental coverage.

Mrs. Koehlinger reported the resignation of Mrs. Beaman from the board effective December 31, 1987. Mr. Andorfer moved "that the secretary prepare a resolution of appreciation for Mrs. Beaman's service to the library, and that a copy of this resolution be prepared, signed by members of the board, and sent to Mrs. Beaman." The motion carried.

Mrs. Koehlinger announced that Mrs. Gates had been reappointed to the board for another term by the Board of School Trustees of the Fort Wayne Community Schools.

On motion of Mr. McMahan the following individuals were appointed to the Board of Trustees of The Allen County Public Library Foundation for terms expiring on the dates indicated.

William F. McNagny	December 31, 1989
John F. Bonsib	December 31, 1989
Aldhelm J. Eckert	December 31, 1989

Mr. McMahan moved to establish December 31, 1988 as the date of expiration of the term of office of Larry Kissko on the Board of Trustees of the Allen County Public Library Foundation, Mr. Kissko

being an appointee of the Friends of the Library. The motion carried.

On motion of Mr. McMahan the following joint promotional activities were approved: (1) Monroeville Branch Adult Reading Program - Clems Grocery, Clems Hardware, Country Fabrics, Country House Salon, Dan O'Shaughnessey's Barber Shop, His and Hers Uptown Styling, J & S Cafe, Monroeville Home Center, My Flower Shop, NAPA Auto Parts Store, People's Drug Store, Pour House; (2) Black History Film Festival, Pontiac Branch - Black Expo Committee.

On motion of Mr. McMahan the following schedule of closing dates for the library for 1988 was adopted. The letter "P" indicates a paid holiday.

1988 Holidays & Closings

P	January 1	Friday	New Year's Day
P	April 1	Friday	Good Friday (closed 12:00 - 3:00)
	April 3	Sunday	Easter
P	May 30	Monday	Memorial Day
	July 2	Saturday	Independence Day
P	July 4	Monday	Independence Day
P	September 5	Monday	Labor Day
P	November 24	Thursday	Thanksgiving Day
	December 24	Saturday	Christmas
	December 25	Sunday	Christmas Day
P	December 26	Monday	Christmas
P	1 day in December, 1988 with approval of manager		Christmas

Ron Menze of Archonics, the architectural firm in charge of the Children's Room renovation, presented schematic drawings and an estimated budget for the expansion and remodeling of the main library Children's Room. Mr. Menze responded to questions from members of the board. The board approved the designs as submitted and also approved cost estimates of $150,900 for construction and $102,000 for furniture and equipment.

Mr. Krull read a letter from Tim W. Breuning of Light & Breuning Realtors, Inc., seeking approval from the library board to make certain

improvements to the parking lot at 239 West Wayne Street. Mr. Breuning proposes to demolish the existing attendants booth and replace it with another booth. The new booth will be located along the Webster Street perimeter, facing east, eliminating a current blind spot. Light & Breuning proposes to pay for the construction cost, which is estimated to be $6,000. In the event that the library cancels the new three year lease before December 31, 1990, Light & Breuning proposes to be reimbursed for the unamortized portion of improvements for the remaining months on the lease at the time of termination. All work will be performed by a licensed, insured, general contractor. Mr. McMahan moved "that approval be granted to Light & Breuning for the improvements proposed, subject to the review and favorable opinion of legal counsel." The motion carried.

Mr. Krull opened bid proposals from three banks for a temporary loan line of credit arrangement for the year 1988 in the amount of $3,500,000. Bids received were as follows:

Summit Bank	7.90%
Fort Wayne National Bank	6.50%
Indiana National Bank	At the option of the library, either (1) 70% of the prime rate of interest as quoted by the Bank ("Prime Rate) to be adjusted simultaneously with each change in the Prime Rate; or (2) a fixed rate of interest equal to 70% of the then prevailing Prime Rate. An election as to a fixed or variable rate may not be changed.

After discussion, Mr. McMahan moved the adoption of Resolution No. 1987 - 30, "A Resolution to Approve a Temporary Loan from Fort Wayne National Bank." The motion carried, and the resolution so adopted is appended to and made a part of these minutes.

There being no further business to come before the board, the meeting adjourned at 10:40 a.m.

Mary Koehlinger

Mary Koehlinger, Vice President

C. Philip Andorfer

C. Philip Andorfer, Secretary Pro Tempore

NOVEMBER - UNAUDITED

ALLEN COUNTY PUBLIC LIBRARY
COMBINED BALANCE SHEET--ALL FUND TYPES AND ACCOUNT GROUPS
AT NOVEMBER 30, 1987

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPE	ACCOUNT GROUPS		TOTALS: (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	TRUST & AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	NOVEMBER 30, 1987	NOVEMBER 30 1986
ASSETS									
CASH ON DEPOSIT	1,759,685.98	876.75	307,000.00	1,503,835.59	3,245.43			3,571,693.80	
CASH ON HAND	2,530.75							2,530.75	
CASH WITH FISCAL AGENT			1,050.00					1,050.00	
INVESTMENTS AT COST OR AMORTIZED COST				750,000.00				750,000.00	
TAXES DUE FROM COUNTY GOVERNMENT								0.00	
ACCRUED INTEREST				9,794.29				9,794.29	
DUE FROM OTHER GOVERNMENTS	1,142.01							1,142.01	
DUE FROM OTHER FUNDS			157,529.09					157,529.09	
PREPAID EXPENDITURES								0.00	
FIXED ASSETS:									
LAND						1,427,900.48		1,427,900.48	
BUILDINGS						7,782,544.69		7,782,544.69	
FURNITURE AND EQUIPMENT						3,481,937.61		3,481,937.61	
ACPL LIBRARY COLLECTION						26,015,861.72		26,015,861.72	
AVAILABLE IN DEBT SERVICE FUND							464,529.09	464,529.09	
AMOUNT TO BE PROVIDED--RETIREMENT OF I/T DEBT							3,860,470.91	3,860,470.91	
AMOUNT TO BE PROVIDED--VACATION PAY LIABILITY							207,026.69	207,026.69	
TOTAL ASSETS	1,763,358.74	876.75	465,579.09	2,260,679.88	3,245.48	38,708,244.50	4,532,026.69	47,734,011.13	0.00
LIABILITIES & FUND EQUITY									
LIABILITIES:									
ACCOUNTS PAYABLE	66,399.72			982.18				67,381.90	
TEMPORARY LOANS/FINANCING	1,208,036.00							1,208,036.00	
ACCRUED WAGES & BENEFITS	119,956.74						207,026.69	326,983.43	
UNREMITTED WITHHOLDINGS	32,335.39							32,335.39	
RECORD DEPOSITS PAYABLE	25,329.55							25,329.55	
DUE TO OTHER FUNDS	157,529.09							157,529.09	
MATURED BONDS PAYABLE								0.00	
MATURED INTEREST PAYABLE	8,699.58		392.50					9,092.08	
GENERAL OBLIGATION BONDS PAYABLE							4,325,000.00	4,325,000.00	
TOTAL LIABILITIES	1,618,286.07	0.00	392.50	982.18	0.00	0.00	4,532,026.69	6,151,687.44	0.00
FUND EQUITY:									
INVESTMENT IN GENERAL FIXED ASSETS						38,708,244.50		38,708,244.50	
FUND BALANCES:									
RESERVED FOR ENCUMBRANCES	115,594.23			1,806,646.47				1,922,240.70	
RESERVED FOR PREPAID ITEMS								0.00	
RESTRICTED-SPECIAL REVENUE		876.75						876.75	
DESIGNATED FOR DEBT SERVICE			465,186.59					465,186.59	
UNDESIGNATED	29,478.44			453,051.23	3,245.48			485,775.15	
TOTAL FUND EQUITY	145,072.67	876.75	465,186.59	2,259,697.70	3,245.48	38,708,244.50	0.00	41,582,323.69	0.00
TOTAL LIABILITIES & FUND EQUITY	1,763,358.74	876.75	465,579.09	2,260,679.88	3,245.48	38,708,244.50	4,532,026.69	47,734,011.13	0.00

[illegible]
THE GENERAL FUND OF [illegible]
FOR THE [illegible] 8 MONTHS ENDING [illegible]

ACCT #	DESCRIPTION	ORIGINAL BUDGET	REVISED BUDGET	YEAR-TO-DATE ACTUAL	YEAR-TO-DATE ACTUAL	PERCENT REMAINING	ENCUMBRANCES BEGINNING BALANCE	ENCUMBRANCES	PERCENT	ENCUMBRANCES ENCUMBERED THIS	ENCUMBRANCES ENCUMBERED TO DATE	ENCUMBRANCES BALANCE	PERCENT REMAINING
3604	COMPUTER MAINTENANCE	133,695	122,154	57,000	1,331.77	99.53%	173.70	1,001.47	99.50%	221.22	1,222.92	13,131.03	95.33%
3605	CURBSIDE SERVICE	31,000	27,500	0.00	22,501.22	85.00%		22,501.22	85.00%	2,553.00	25,054.22	[illegible]	16.74%
3606	VEHICLE SERVICE	5,000	6,750	375.00	19,949.42	295.55%	2,346.57	22,294.12	173.00%		22,294.12	4,835.87	17.30%
3607	OTHER EQUIPMENT SERVICE	33,000	29,083	2,[illegible]2.21	58,293.35	-88.87%	1,177.76	60,064.21	-91.61%	[illegible]	63,858.21	(31,881.21)	-91.[illegible]
	TOTAL REPAIRS & MAINTENANCE	315,659	290,238	5,725.63	188,097.38	40.34%	5,192.13	193,199.51	38.72%	24,195.65	217,395.16	97,263.84	31.04%
3701	REAL ESTATE RENTAL LEASING	2,400	2,200	230.00	2,500.00	-4.17%		2,500.00	-4.17%		2,500.00	(100.00)	-4.17%
3702	EQUIPMENT RENTAL LEASING	44,093	40,414	1,895.36	41,325.93	6.25%	948.41	42,277.34	4.11%	4,858.11	47,135.45	(3,347.45)	-6.91%
	LEASING & RENTALS	46,493	42,614	2,125.36	43,825.93	5.72%	948.41	44,777.34	3.68%	4,858.11	49,635.45	(3,147.45)	-6.77%
3901	DUES & MEMBERSHIPS	6,000	6,600	0.00	6,921.50	-15.34%		6,921.50	-15.34%		6,921.50	(921.50)	-15.34%
3902	INTEREST ON TEMPORARY LOANS	28,000	15,000	5,008.33	33,173.70	-18.58%		33,173.70	-18.58%		33,173.70	(3,173.70)	-18.58%
3903	TAXES & ASSESSMENTS	3,000	3,000	0.00	2,943.92	1.87%		2,943.92	1.87%		2,943.92	56.08	1.87%
3904	TRANSFER TO LIFE FUND	0	0	0.00	0.00			0.00			0.00	0.00	
3905	MATERIALS CONSERVATION SERVICES	14,200	13,017	731.64	25,315.47	-78.26%	722.98	26,035.45	-83.36%		26,036.45	(11,336.45)	-83.36%
3906	COMPUTER SERVICES	50,000	45,833	7,632.62	94,823.96	-89.25%	272.78	95,096.74	-90.19%	400.00	95,496.74	(45,496.74)	-90.99%
	TOTAL MISCELLANEOUS SERVICES	103,200	82,650	13,371.99	163,175.55	-58.12%	995.76	164,171.31	-59.08%	400.00	164,571.31	(61,371.31)	-59.47%
	TOTAL OTHER SERVICES & CHARGES	1,193,222	1,383,497	66,819.82	1,685,494.46	9.03%	10,759.64	1,696,253.50	8.13%	33,243.27	1,129,499.77	63,722.23	5.34%
	CAPITAL OUTLAYS:												
4401	FURNITURE & EQUIPMENT	145,622	132,912	341.00	53,002.50	63.45%		53,302.50	63.45%	1,811.16	54,813.60	98,186.40	62.20%
4403	COMPUTER EQUIPMENT	30,000	0	0.00	3,632.20	87.89%		3,632.20	87.89%	4,489.00	8,121.20	21,878.80	72.93%
4405	TELEVISION EQUIPMENT	18,000	0	0.00	48,735.74	-387.36%		48,735.74	-387.36%	355.00	49,090.74	(39,090.74)	-390.91%
4407	VEHICLES	45,000	0	0.00	11,937.00	73.47%		11,937.00	73.47%		11,937.00	33,063.00	73.47%
4409	BUILDINGS	0	0	0.00	0.00			0.00			0.00	0.00	
4411	LAND	0	0	0.00	0.00	-		0.00			0.00	0.00	
	GENERAL FIXED ASSETS	230,000	132,916	341.00	117,307.44	49.00%	0.00	117,307.44	49.00%	6,655.10	123,962.54	106,037.46	46.10%
4510	BOOKS	920,697	843,977	72,902.40	904,705.20	1.74%	27,815.81	932,521.01	-1.28%	62,804.62	995,325.63	(74,628.63)	-8.11%
4520	PERIODICALS	210,000	192,582	11,561.09	116,477.24	44.53%	1,026.61	117,503.85	44.05%		117,503.85	92,496.15	44.05%
4530	NON-PRINT MATERIALS	145,000	132,916	9,591.51	113,707.79	21.58%	4,420.13	118,127.92	18.53%	4,406.40	122,534.32	22,465.68	15.49%
	TOTAL LIBRARY MATERIALS	1,275,697	1,169,395	94,055.00	1,134,890.23	11.04%	33,262.55	1,168,152.78	8.43%	67,211.02	1,235,363.80	40,333.20	3.16%
	TOTAL CAPITAL OUTLAYS	1,505,697	1,302,311	94,396.00	1,252,197.67	16.84%	33,262.55	1,285,460.22	14.63%	73,866.12	1,359,326.34	146,673.66	9.72%
	TOTAL EXPENDITURES	6,575,915	6,071,966	472,766.55	6,111,889.71	8.45%	177,310.99	6,289,199.70	5.79%	115,594.23	6,404,793.93	271,125.07	4.06%
	EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(1,075)	(1,351,183)	1,366,293.48	(130,238.56)		(177,310.99)	(307,549.55)		(115,594.23)	(6,404,793.93)	(271,125.07)	

GAAP BASIS
UNAUDITED

ALLEN COUNTY PUBLIC LIBRARY
COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES--
ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS
FOR THE YEAR-TO-DATE ENDED NOVEMBER 30, 1987

	GOVERNMENTAL FUND TYPES				FIDUCIARY FUND TYPES	TOTALS (MEMORANDUM ONLY)	
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	EXPENDABLE TRUST	YEAR-TO-DATE NOV 30, 1988	YEAR-TO-DATE NOV 30, 1987
REVENUES:							
AUTO EXCISE TAX	449,197.32		67,428.60			516,625.92	
REAL PROPERTY TAX LEVY	4,937,396.42		743,877.19			5,681,273.61	
INTANGIBLES TAX	52,989.25		7,954.19			60,943.44	
USER FEES	199,119.45					199,119.45	
INTERGOVERNMENTAL REVENUE	179,117.52					179,117.52	
PARKING FEES	103,118.41					103,118.41	
GIFTS & DONATIONS	2,408.52	882.72				3,291.24	
INTEREST	16,847.71			172,503.13	124.96	189,475.80	
OTHER REVENUES	41,455.55					41,455.55	
TOTAL REVENUES	5,981,650.15	882.72	819,259.98	172,503.13	124.96	6,974,420.94	0.00
EXPENDITURES--CURRENT:							
COMPENSATION & BENEFITS	3,643,021.07					3,643,021.07	
SUPPLIES	264,454.91	315.00		58,615.14		323,385.05	
PROFESSIONAL SERVICES	94,687.87			4,197.96		98,885.83	
COMMUNICATION & TRANSPORTATION	159,530.27			2,786.70		162,316.97	
INSURANCE	94,380.68			25,259.00		119,639.68	
UTILITY SERVICES	345,506.52					345,506.52	
REPAIRS & MAINTENANCE	193,199.51			262,366.77		455,566.28	
LEASING & MISCELLANEOUS SERVICES	208,948.65					208,948.65	
EXPENDITURES--CAPITAL OUTLAY:						0.00	
GENERAL FIXED ASSETS	117,307.44			347,719.60		465,027.04	
LIBRARY MATERIALS	1,168,152.78	1,743.00		27,200.00		1,197,095.78	
EXPENDITURES--DEBT SERVICE:						0.00	
PRINCIPAL RETIREMENT			295,000.00			295,000.00	
INTEREST CHARGES			269,251.46			269,251.46	
TOTAL EXPENDITURES	6,289,199.70	2,058.00	564,251.46	728,145.17	0.00	7,583,654.33	0.00
EXCESS OF REVENUES OVER (UNDER) EXPENDITURES	(307,549.55)	(1,175.28)	255,008.52	(555,642.04)	124.96	(609,233.39)	0.00
OTHER FINANCING SOURCES (USES):							
PROCEEDS OF G. O. BONDS						0.00	
OPERATING TRANSFERS IN	258,529.09		101,000.00			359,529.09	
OPERATING TRANSFERS OUT	(101,000.00)		(258,529.09)	(982.18)		(360,511.27)	
TOTAL OTHER FINANCING SOURCES (USES):	157,529.09	0.00	(157,529.09)	(982.18)	0.00	(982.18)	0.00
EXCESS OF REVENUES AND OTHER SOURCES OVER (UNDER) EXPENDITURES & OTHER USES	(150,020.46)	(1,175.28)	97,479.43	(556,624.22)	124.96	(610,215.57)	0.00
FUND BALANCES-JANUARY 1, 1987	413,501.79	2,052.03	(61,523.39)	2,847,272.52	3,120.52	3,204,423.47	
FUND BALANCE ADJUSTMENTS FROM JAN 1	(118,408.66)		429,230.55	(30,950.60)		279,871.29	
FUND BALANCES-NOVEMBER 30, 1987	145,072.67	876.75	465,186.59	2,259,697.70	3,245.48	2,874,079.19	0.00

THE NOTES TO THE FINANCIAL STATEMENTS ARE AN INTEGRAL PART OF THIS STATEMENT.

FS#680
NOVEMBER - UNAUDITED

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED NOVEMBER 30, 1987

18-Dec-87

GL#	CATEGORY	APPROPRIATED 1987 BUDGET	YEAR-TO-DATE BUDGET	CASH BASIS MONTH-TO-DATE ACTUAL	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	ADJUSTMENTS TO GAAP BASIS	GAAP BASIS YEAR-TO-DATE ACTUAL	GAAP BASIS PERCENT REMAINING	ADJUSTMENTS TO ENCUMBERED BASIS	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
	REVENUES:												
5101	AUTO EXCISE TAX	536,130	389,930	0.00	449,197.32	16.21%		449,197.32	16.21%				
5102	REAL PROPERTY TAX LEVY	5,564,677	3,839,826	1,800,000.00	4,937,396.42	11.27%		4,937,396.42	11.27%				
5103	INTANGIBLES TAX	80,033	55,223	0.00	52,989.25	33.79%		52,989.25	33.79%				
	TOTAL LOCAL TAX REVENUES	6,180,840	4,264,779	1,800,000.00	5,439,582.99	11.99%	0.00	5,439,582.99	11.99%				
5201	PHOTOCOPYING FEES	120,000	110,000	9,576.66	102,406.03	14.66%		102,406.03	14.66%				
5202	EXTENDED USE FEES	120,000	110,000	8,516.96	96,713.42	19.41%		96,713.42	19.41%				
	TOTAL USER FEES	240,000	220,000	18,093.62	199,119.45	17.03%	0.00	199,119.45	17.03%				
5301	FEDERAL OPERATING GRANTS	0	0	0.00	21,946.49			21,946.49					
5302	STATE OPERATING GRANTS	14,200	14,200	8,261.00	112,119.43	-689.57%		112,119.43	-689.57%				
5303	CITY OPERATING GRANTS	20,000	18,333	0.00	45,051.60	-125.26%		45,051.60	-125.26%				
	TOTAL GRANTS	34,200	32,533	8,261.00	179,117.52	-423.74%	0.00	179,117.52	-423.74%				
5401	PARKING REVENUES-239 W WAYNE	60,000	55,000	4,560.00	50,150.00	16.42%		50,150.00	16.42%				
5402	PARKING REVENUES-900 S HARRISON	60,000	55,000	4,560.00	50,150.00	16.42%		50,150.00	16.42%				
5403	PARKING REVENUES-236 W WASHINGTON	7,000	6,417	104.43	2,218.41	68.31%		2,218.41	68.31%				
5404	OTHER PARKING REVENUES	3,000	2,750	0.00	600.00	80.00%		600.00	80.00%				
	TOTAL PARKING REVENUES	130,000	119,167	9,104.43	103,118.41	20.68%	0.00	103,118.41	20.68%				
5501	SERVICE CENTER RENT	8,000	7,333	800.00	8,000.00	0.00%		8,000.00	0.00%				
5502	OTHER RENTAL INCOME	1,800	1,650	0.00	1,120.00	37.78%		1,120.00	37.78%				
5601	UNRESTRICTED GIFTS & DONATIONS	5,000	4,583	29.50	2,408.52	51.83%		2,408.52	51.83%				
5650	INTEREST	35,000	24,150	500.16	16,847.71	51.86%		16,847.71	51.86%				
5761	ACPL PUBLICATIONS	500	459	27.75	851.77	-70.35%		851.77	-70.35%				
5702	RESEARCH SERVICES	5,000	4,584	537.93	6,416.61	-28.33%		6,416.61	-28.33%				
5703	LOST/DAMAGED LIBRARY MATERIALS	10,000	9,167	689.69	7,650.45	23.50%		7,650.45	23.50%				
5704	REFUNDS/DISCOUNTS EARNED	6,000	5,500	489.48	7,051.37	-17.52%		7,051.37	-17.52%				
5705	INSURANCE CLAIM PAYMENTS	1,500	1,375	0.00	4,383.00	-192.20%		4,383.00	-192.20%				
5706	OTHER REVENUES	17,000	15,583	526.47	5,982.35	64.81%		5,982.35	64.81%				
	TOTAL MISCELLANEOUS REVENUES	40,000	36,668	2,271.32	32,335.55	19.16%	0.00	32,335.55	19.16%				
	TOTAL REVENUES	6,674,840	4,710,863	1,839,060.03	5,981,650.15	10.39%	0.00	5,981,650.15	10.39%				
	EXPENDITURES:												
	CURRENT:												
1101	SALARIED TIME WORKED	2,061,300	1,902,783	167,764.32	1,955,697.25	5.12%	62,994.33	2,018,691.58	2.07%		2,018,691.58	42,608.42	2.07%!
1102	SALARIED OVERTIME	5,400	4,985	420.55	2,774.81	48.61%		2,774.81	48.61%		2,774.81	2,625.19	48.61%!
1103	SALARIED VACATION	153,300	141,510	9,872.37	139,965.38	8.70%		139,965.38	8.70%		139,965.38	13,334.62	9.70%!

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED NOVEMBER 30, 1987

GL#	CATEGORY	APPROPRIATED 1987 BUDGET	YEAR-TO-DATE BUDGET	CASH BASIS MONTH-TO-DATE ACTUAL	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	GAAP BASIS ADJUSTMENTS TO GAAP BASIS	GAAP BASIS YEAR-TO-DATE ACTUAL	GAAP BASIS PERCENT REMAINING	ENCUMBRANCE BASIS ADJUSTMENTS TO ENCUMBERED BASIS	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
1104	SALARIED SICK PAY	57,500	55,016	5,709.80	50,861.32	14.66%		50,861.32	14.66%		50,861.32	8,738.68	14.66%
1105	SALARIED DISABILITY PAY	7,300	6,737	2,095.92	7,063.01	3.25%		7,063.01	3.25%		7,063.01	236.99	3.25%
1106	SALARIED HOLIDAY	73,100	67,478	0.00	47,752.16	34.68%		47,752.16	34.68%		47,752.16	25,347.84	34.68%
1107	SALARIED JURY DUTY	200	183	0.00	218.75	-9.38%		218.75	-9.38%		218.75	(18.75)	-9.38%
1108	SALARIED DEATH-IN-FAMILY	3,100	2,861	224.83	1,657.55	46.53%		1,657.55	46.53%		1,657.55	1,442.45	46.53%
1109	SALARIED TRAVEL/MEETINGS	36,700	33,875	6,402.74	38,369.67	-4.55%		38,369.67	-4.55%		38,369.67	(1,669.67)	-4.55%
1110	SALARIED PREMIUM TIME	10,900	9,968	1,300.34	11,563.31	-7.07%		11,563.31	-7.07%		11,563.31	(763.31)	-7.07%
1111	SALARIED TAXABLE FRINGE BENEFITS	0	0	0.00	33.49			33.49			33.49	(33.49)	
1112	SALARIED RELOCATION	12,000	11,077	0.00	7,802.39	34.98%		7,802.39	34.98%		7,802.39	4,197.61	34.98%
	TOTAL SALARIES	2,422,900	2,236,473	193,780.87	2,263,759.69	6.56%	62,994.33	2,326,753.42	3.96%	0.00	2,326,753.42	96,046.58	3.96%
1201	HOURLY TIME WORKED	610,220	563,291	51,894.37	599,009.17	1.84%	26,997.57	626,006.74	-2.59%		626,006.74	(15,786.74)	-2.59%
1202	HOURLY OVERTIME	900	831	0.00	1,253.89	-39.32%		1,253.89	-39.32%		1,253.89	(353.89)	-39.32%
1203	HOURLY VACATION	22,000	20,307	1,463.20	23,052.43	-4.78%		23,052.43	-4.78%		23,052.43	(1,052.43)	-4.78%
1204	HOURLY SICK PAY	1,700	1,571	256.51	1,673.01	1.59%		1,673.01	1.59%		1,673.01	26.99	1.59%
1205	HOURLY DISABILITY PAY	30	28	140.18	956.76	-3089.20%		956.76	-3089.20%		956.76	(926.76)	-3089.20%
1206	HOURLY HOLIDAY	11,300	10,431	0.00	11,369.77	-0.62%		11,369.77	-0.62%		11,369.77	(69.77)	-0.62%
1207	HOURLY JURY DUTY	100	93	0.00	43.92	56.08%		43.92	56.08%		43.92	56.08	56.08%
1208	HOURLY DEATH-IN-FAMILY	800	737	0.00	360.77	54.90%		360.77	54.90%		360.77	439.23	54.90%
1209	HOURLY TRAVEL/MEETINGS	1,350	1,246	291.26	1,348.25	0.13%		1,348.25	0.13%		1,348.25	1.75	0.13%
	TOTAL HOURLY WAGES	648,400	598,535	54,045.52	639,067.97	1.44%	26,997.57	666,065.54	-2.72%	0.00	666,065.54	(17,665.54)	-2.72%
1301	SUMMER EMPLOYEES- TIME WORKED	109,000	109,000	814.35	100,742.96	7.58%		100,742.96	7.58%		100,742.96	8,257.04	7.58%
1302	SUMMER EMPLOYEES-OVERTIME	100	100	0.00	3.34	96.66%		3.34	96.66%		3.34	96.66	96.66%
	TOTAL SUMMER WAGES	109,100	109,100	814.35	100,746.30	7.66%	0.00	100,746.30	7.66%	0.00	100,746.30	8,353.70	7.66%
1401	SHORT-TERM STAFF TIME WORKED	19,700	18,185	2,624.64	26,236.90	-33.18%		26,236.90	-33.18%		26,236.90	(6,536.90)	-33.18%
1402	SHORT-TERM STAFF OVERTIME	0	0	0.00	0.00			0.00			0.00	0.00	
	TOTAL SHORT-TERM STAFF	19,700	18,185	2,624.64	26,236.90	-33.18%	0.00	26,236.90	-33.18%	0.00	26,236.90	(6,536.90)	-33.18%
	TOTAL COMPENSATION	3,200,000	2,962,293	251,265.38	3,029,810.26	5.32%	89,991.90	3,119,802.16	2.51%	0.00	3,119,802.16	80,197.84	2.51%
1501	EMPLOYER FICA	217,000	200,315	17,658.93	215,120.54	0.87%	15,289.33	230,409.87	-6.18%		230,409.87	(13,409.87)	-6.18%
1502	UNEMPLOYMENT REIMBURSEMENT	10,000	9,167	0.00	2,139.02	78.61%		2,139.02	78.61%		2,139.02	7,860.98	78.61%
1503	EMPLOYER PERF	118,000	118,000	27,674.51	116,607.12	1.18%	23,530.42	140,137.54	-18.76%		140,137.54	(22,137.54)	-18.76%
1504	GROUP INSURANCE	165,000	151,251	13,600.09	150,352.64	8.88%	189.84	150,542.48	8.76%		150,542.48	14,457.52	8.76%
	TOTAL EMPLOYEE BENEFITS	510,000	478,733	58,933.53	484,219.32	5.06%	39,009.59	523,228.91	-2.59%	0.00	523,228.91	(13,228.91)	-2.59%
	TOTAL PERSONAL SERVICES	3,710,000	3,441,026	310,198.91	3,514,029.58	5.28%	129,001.49	3,643,031.07	1.81%	0.00	3,643,031.07	66,968.93	1.81%
2101	OFFICE SUPPLIES	55,200	50,598	833.58	35,221.59	36.19%	730.65	35,952.24	34.87%	1,093.42	37,045.66	18,154.34	32.89%

FS#660
NOVEMBER - UNAUDITED

ALLEN COUNTY PUBLIC LIBRARY
INTERNAL BUDGETARY STATEMENT--GENERAL FUND ONLY
FOR THE YEAR-TO-DATE ENDED NOVEMBER 30, 1987

18-Dec-87

GL#	CATEGORY	APPROPRIATED 1987 BUDGET	YEAR-TO-DATE BUDGET	CASH BASIS MONTH-TO-DATE ACTUAL	CASH BASIS YEAR-TO-DATE ACTUAL	CASH BASIS PERCENT REMAINING	GAAP BASIS ADJUSTMENTS TO GAAP BASIS	GAAP BASIS YEAR-TO-DATE ACTUAL	GAAP BASIS PERCENT REMAINING	ENCUMBRANCE BASIS ADJUSTMENTS TO ENCUMBERED BASIS	ENCUMBRANCE BASIS YEAR-TO-DATE ENCUMBERED	ENCUMBRANCE BASIS UNENCUMBERED BALANCE	ENCUMBRANCE BASIS PERCENT REMAINING
2201	CLEANING SUPPLIES	19,500	17,875	793.76	16,826.01	13.71%	526.47	17,352.50	11.01%	501.23	17,853.73	1,646.27	8.44%
2202	VEHICLE FUEL	16,000	14,667	1,047.67	11,558.31	27.76%		11,558.31	27.76%		11,558.31	4,441.69	27.76%
2203	HEATING OIL	9,200	8,443	0.00	316.90	96.40%		316.90	96.40%		316.90	8,483.10	96.40%
2204	COPIER SUPPLIES	28,000	25,670	1,861.55	29,643.63	-5.87%	337.96	29,981.59	-7.08%	1,657.10	31,638.69	(3,638.69)	-13.00%
2205	LIBRARY MATERIALS SUPPLIES	12,000	11,000	79.15	27,119.57	-126.00%	185.71	27,305.38	-127.54%		27,305.38	(15,305.38)	-127.54%
2206	MATERIALS ACCESS SUPPLIES	33,000	30,250	69.46	1,600.97	95.15%		1,600.97	95.15%		1,600.97	31,399.03	95.15%
2207	CRAFT SUPPLIES	4,500	4,125	137.93	4,066.96	18.96%	206.22	4,213.18	6.37%	12.50	4,225.68	274.32	6.10%
2208	OTHER OPERATING SUPPLIES	48,200	43,993	2,891.67	109,197.01	-127.49%	1,698.33	110,895.34	-131.03%	4,277.37	115,172.71	(67,172.71)	-139.94%
	TOTAL OPERATING SUPPLIES	165,500	156,034	6,080.53	200,269.46	-17.94%	2,954.71	203,224.17	-19.68%	6,448.20	209,672.37	(39,872.37)	-23.48%
2301	MAINTENANCE SUPPLIES	22,000	20,167	269.47	17,297.01	21.38%	463.63	17,760.64	19.27%	120.00	17,880.64	4,119.36	18.72%
2302	REPAIR PARTS	20,000	18,333	168.24	7,378.94	63.11%	138.92	7,517.86	62.41%	820.22	8,338.08	11,661.92	58.31%
	TOTAL MAINTENANCE SUPPLIES	42,000	38,500	437.71	24,675.95	41.25%	602.55	25,278.50	39.81%	940.22	26,218.72	15,781.28	37.57%
	TOTAL SUPPLIES	267,000	245,132	7,351.82	260,167.00	2.56%	4,287.91	264,454.91	0.95%	8,481.84	272,936.75	(5,936.75)	-2.22%
3101	CONSULTING	7,000	6,417	359.97	29,076.36	-315.38%		29,076.36	-315.38%		29,076.36	(22,076.36)	-315.38%
3102	ENGINEERING & ARCHITECTURAL	2,500	2,292	0.00	200.00	92.00%		200.00	92.00%		200.00	2,300.00	92.00%
3103	LEGAL SERVICES	2,500	2,292	0.00	1,291.50	48.34%		1,291.50	48.34%		1,291.50	1,208.50	48.34%
3104	PROGRAM PRESENTERS	4,000	3,667	1,228.00	6,693.61	-67.34%		6,693.61	-67.34%	28.00	6,721.61	(2,721.61)	-68.04%
3105	TEMPORARY HELP SERVICES	68,675	62,952	801.78	33,190.11	51.67%	614.80	33,804.91	50.78%		33,804.91	34,870.09	50.78%
3106	OTHER PROFESSIONAL SERVICES	5,000	4,583	863.57	20,815.69	-316.31%	53.30	20,868.99	-317.38%	22.51	20,891.50	(15,891.50)	-317.83%
	TOTAL PROFESSIONAL SERVICES	89,675	82,203	3,253.32	91,267.27	-1.78%	668.10	91,935.37	-2.52%	50.51	91,985.88	(2,310.88)	-2.58%
3201	TELEPHONE SERVICE	57,000	52,250	6,656.74	71,764.83	-25.90%	308.35	72,073.18	-26.44%		72,073.18	(15,073.18)	-26.44%
3202	POSTAGE & SHIPPING	45,000	41,250	5,118.62	51,745.63	-14.99%		51,745.63	-14.99%		51,745.63	(6,745.63)	-14.99%
3203	TRAVEL & MEETINGS	35,000	32,086	1,654.21	21,671.47	38.08%	194.39	21,865.86	37.53%		21,865.86	13,134.14	37.53%
3204	RECRUITING	3,000	2,750	0.00	3,730.39	-24.35%		3,730.39	-24.35%		3,730.39	(730.39)	-24.35%
3205	TRAINING & DEVELOPMENT	10,000	9,167	129.00	10,115.21	-1.15%		10,115.21	-1.15%		10,115.21	(115.21)	-1.15%
	COMMUNICATION & TRANSPORTATION	150,000	137,503	13,557.97	159,027.53	-6.02%	502.74	159,530.27	-6.35%	0.00	159,530.27	(9,530.27)	-6.35%
3301	PUBLICATION OF LEGAL NOTICES	600	550	0.00	169.80	71.70%		169.80	71.70%		169.80	430.20	71.70%
3302	OUTSIDE VENDOR PRINTING	8,000	7,333	110.00	2,477.70	69.03%	105.00	2,582.70	67.72%	3,195.00	5,777.70	2,222.30	27.78%
3401	INSURANCE	100,000	98,000	25.00	94,380.68	5.62%		94,380.68	5.62%		94,380.68	5,619.32	5.62%
3501	NATURAL GAS	92,000	78,200	5,421.59	60,456.77	34.29%	534.61	60,991.38	33.71%		60,991.38	31,008.62	33.71%
3502	ELECTRICITY	272,000	249,335	22,371.01	267,848.09	1.53%	1,890.62	269,738.70	0.83%		269,738.70	2,261.30	0.83%
3503	WATER & SEWER	10,000	9,169	857.95	8,879.77	11.20%	11.67	8,891.44	11.09%		8,891.44	1,108.56	11.09%
3504	TRASH DISPOSAL	5,000	5,502	0.00	5,885.00	1.92%		5,885.00	1.92%	547.00	6,432.00	(432.00)	-7.20%
	TOTAL UTILITY SERVICES	380,000	342,206	28,650.55	343,069.62	9.72%	2,436.90	345,506.52	9.08%	547.00	346,053.52	33,946.48	8.93%
3601	BUILDING REPAIR & MAINTENANCE	50,000	45,834	208.64	41,989.74	16.02%	1,504.60	43,494.34	13.01%	5,802.80	49,297.14	702.86	1.41%
3602	HVAC SERVICE	25,000	22,917	599.60	24,210.43	3.16%		24,210.43	3.16%	8,676.20	32,886.63	(7,886.63)	-31.55%
3603	LANDSCAPING SERVICE	15,000	13,600	2,072.00	18,732.90	-24.89%		18,732.90	-24.89%	152.00	18,884.90	(3,884.90)	-25.90%

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

A RESOLUTION TO TRANSFER APPROPRIATIONS)
WITHIN THE GENERAL FUND) No. 1987-29

WHEREAS, It has been determined that it is now necessary to appropriate more money than was appropriated in the annual budget for the various functions of the Allen County Public Library, and

WHEREAS, It has been shown that certain existing appropriations now have unobligated balances which will not be needed for the purposes for which appropriated, it is therefore

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana:

Section 1. That for the expenses of the public library the following sums of money are hereby appropriated and ordered set apart out of the several funds herein named and for the purposes herein specified, subject to the laws governing the same:

LIBRARY OPERATING FUND	AMOUNT APPROPRIATED
1101 Salaried time worked	$46,750.00
1105 Salaried disability pay	881.00
1107 Salaried jury duty	19.00
1109 Salaried travel/meetings	1,992.00
1110 Salaried premium time	2,162.00
1111 Salaried taxable fringe benefits	34.00
1201 Hourly time worked	39,117.00
1202 Hourly overtime	430.00
1203 Hourly vacation	3,802.00
1204 Hourly sick pay	245.00
1205 Hourly disability pay	927.00
1206 Hourly holiday	1,976.00
1209 Hourly/travel meetings	69.00
1401 Short-term staff time worked	8,395.00
1501 Employer FICA	24,510.00
2204 Copier supplies	2,401.00
2205 Library materials	17,919.00
2208 Other operating supplies	64,074.00
3101 Consulting	22,077.00
3104 Program presenters	2,932.00

3106	Other professional services	16,409.00
3201	Telephone service	20,824.00
3202	Postage & shipping	9,994.00
3204	Recruiting	773.00
3205	Training & development	116.00
3502	Electricity	19,200.00
3504	Trash disposal	464.00
3602	HVAC Service	1,428.00
3603	Landscaping service	3,840.00
3607	Other equipment service	28,240.00
3701	Real estate rental/leasing	330.00
3702	Equipment rental/leasing	1,489.00
3901	Dues & memberships	921.00
3902	Interest on temporary loans	3,980.00
3905	Materials conservation services	11,845.00
3906	Computer services	54,000.00
4405	Television equipment	38,736.00
4510	Books	26,756.00
4520	Periodicals	2,505.00
TOTAL		$482,562.00

Section 2. That the following existing appropriations be reduced in the following amounts:

LIBRARY OPERATING FUND		AMOUNT REDUCED
1207	Hourly jury duty	56.00
1208	Hourly Death-In-Family	417.00
1301	Summer employees-Time worked	7,794.00
1302	Summer employees-Overtime	96.00
1502	Unemployment reimbursement	7,500.00
2101	Office supplies	18,000.00
2201	Cleaning supplies	1,000.00
2202	Vvehicle fuel	3,000.00
2203	Heating oil	5,000.00
2206	Materials access supplies	30,000.00
2207	Craft supplies	200.00
2301	Maintenance supplies	4,222.00
2302	Repair parts	12,000.00
3102	Engineering & architectural	2,300.00
3103	Legal services	1,200.00
3105	Temporary help services	34,191.00
3203	Travel & meetings	9,324.00
3301	Publication of legal noticies	430.00

3302	Outside vendor printing.....	5,364.00
3401	Insurance.....	5,342.00
3501	Natural gas.....	19,500.00
3601	Building repair & maintenance.....	6,000.00
3604	Computer maintenance.....	130,000.00
3605	Copier service.....	5,000.00
3606	Vehicle service.....	3,500.00
4401	Furniture & equipment.....	90,000.00
4403	Computer equipment.....	26,300.00
4407	Vehicles.....	33,063.00
4530	Non-print materials.....	21,763.00
	TOTAL.....	$482,562.00

Presented to the Allen County Public Library Board, read in full and adopted this 30th day of December, 1987, by the following aye and nay vote.

Aye	Nay
Mary Fuerbringer	
Dean McMechan	
Charles E. Clem	
Phyllis Andorfer	
Ron Yates	

ATTEST:

Secretary

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1		AUTHORIZED STAFFING TABLE			December 1987											
2															AGENCY TOTALS:	
3	1987	DEPARTMENT	POS.	JOB	EMPLOYEE		AUTH.			1987			TOTAL		HOURS & FTE	
4	WAGES/SALARY	BRANCH	#	TITLE	NAME	GRADE	HOURS	FTE	$/PAYROLL	WAGES/SALARY	FICA	PERF	WAGES/BENEFITS		WAGES/BENEFITS	
5																
6	$55,649.88	ADMINISTRATIVE	001	DIRECTOR	Krull, J.	M9	40	1	$2,250.00	$58,500.00	$3,131.70	$2,778.75	$64,410.45	ADMIN.SVCS.		
7	16,000.00	OFFICE	002	SECRETARY	Gaines, R.	6	40	1	$633.85	16,480.10	1,178.33	782.80	18,441.23		HOURS	80
8															FTE	2
9	32,792.76	SYSTEMS	003	SYSTEMS MGR.	Stanley, L.	8	40	1	$1,299.10	33,776.60	2,415.03	1,604.39	37,796.02		WAGES	74,980.10
10	16,828.50		004	LD.SYS.OPERATOR	Schlatter, C.	4	40	1	$666.67	17,333.42	1,239.34	823.34	19,396.10	WAGES/BENEFITS		82,851.68
11																
12	33,500.00	OPERATIONS-B&B	100	BR.OPRATNS.MGR.	Clegg, M.	M7	40	1	$1,327.12	34,505.12	2,467.12	1,638.99	38,611.23	SYSTEMS		
13															HOURS	80
14	28,982.46	GEORGETOWN	110	GT BR MGR/JUV BIB	Witwer, K.	M6	40	1	$1,148.16	29,852.16	2,134.43	1,417.98	33,404.57		FTE	2
15	19,293.82		111	BR ASST MGR	Grimm, G.	6	40	1	$764.34	19,872.84	1,420.91	943.96	22,237.71		WAGES	51,110.02
16	16,591.38		112	BKM LIBRN	Gaunt, W.	5	40	1	$657.28	17,089.28	1,221.88	811.74	19,122.90	WAGES/BENEFITS		57,192.11
17	14,865.50		114	LIBRARIAN(PARA)	Gordon, D.	6	40	1	$588.91	15,311.66	1,094.78	727.30	17,133.75			
18	11,413.74		115	BR ASST/CH SP	Lauletta, J.	5	40	1	$519.24	13,500.24	965.27	641.26	15,106.77	OPERATIONS - B&B		
19	11,413.74		116	BR ASST	Voorhees, E.	4	40	1	$452.16	11,756.16	840.57	558.42	13,155.14		HOURS	1852
20	9,135.36		117	BR ASST	Brown, C.	4	32	0.8	5.65	9,401.60	672.21	446.58	10,520.39		FTE	46.3
21	5,709.60		119	BR ASST	Meehan, R.	4	20	0.5	5.65	5,876.00	420.13		6,296.13		WAGES	732215.38
22	5,553.60		120	CLERK	Evans, Sally	4	24	0.6	5.63	7,026.24	502.38		7,528.62	WAGES/BENEFITS		811,687.96
23	7,993.44		121	BR ASST	Mowery, D.	4	20	0.5	5.65	5,876.00	420.13		6,296.13			
24	5,709.60		122	BR ASST	Takle, E.	4	20	0.5	5.65	5,876.00	420.13		6,296.13	GEORGETOWN BR.		
25	5,709.60		123	BR ASST	Fennell, G.	4	20	0.5	5.65	5,876.00	420.13		6,296.13		HOURS	448
26	5,709.60		124	BR ASST	Harges, K.	4	28	0.7	5.65	8,226.40	588.19		8,814.59		FTE	11.2
27	5,709.60		125	BR ASST	France, J.	4	20	0.5	5.65	5,876.00	420.13		6,296.13		WAGES	168,442.82
28	5,553.60		126	CLERK	Schilling, R.	4	24	0.6	5.63	7,026.24	502.38		7,528.62	WAGES/BENEFITS		186,033.72
29																
30	16,591.38	HARLAN	130	HARLAN BR MGR	Tustison, B.	5	40	1	657.28	17,089.28	1,221.88	811.74	19,122.90	HARLAN BR.		
31															HOURS	40
32	23,227.36	HESSEN CASSEL	140	HC BR MGR	Meadows, T.	M5	40	1	920.17	23,924.42	1,710.60	1,136.41	26,771.43		FTE	1
33	12,701.00		141	LG BR ASST MGR	Seim, R.	5	40	1	519.24	13,500.24	965.27	641.26	15,106.77		WAGES	17,089.28
34	11,413.74		142	BR ASST/CH SP	Schmuland, E.	5	40	1	519.24	13,500.24	965.27	641.26	15,106.77	WAGES/BENEFITS		19,122.90
35	7,137.00		143	BR ASST	Howard, M.	4	25	0.6	5.65	7,345.00	525.17		7,870.17			
36	5,709.60		144	CLERK	Bynum, S.	4	20	0.5	5.65	5,876.00	420.13		6,296.13	HESSEN CASSEL BR.		
37	4,628.00		145	SHELVER	Ottenweller, S.	2	20	0.5	4.76	4,950.40	353.95		5,304.35		HOURS	185
38															FTE	4.625
39															WAGES	69,096.30
40	24,617.58	LITTLE TURTLE	150	LT BR MGR	Hunt, S.	M5	40	1	975.24	25,356.24	1,812.97	1,204.42	28,373.63	WAGES/BENEFITS		76,455.62
41	16,591.38		151	BKM LIBRN	Linnemeyer, D.	5	40	1	657.28	17,089.28	1,221.88	811.74	19,122.90			
42	12,701.00		153	LG BR ASST MGR	Seifert, M.	5	40	1	519.24	13,500.24	965.27	641.26	15,106.77	LITTLE TURTLE BR.		
43	11,413.74		154	BR ASST/CH SP	Witwer, Kay	5	40	1	519.24	13,500.24	965.27	641.26	15,106.77		HOURS	256
44	5,709.60		155	BR ASST	Tobin, S.	4	20	0.5	5.65	5,876.00	420.13		6,296.13		FTE	6.4
45	10,277.28		156	BR ASST	Barrett, B.	4	36	0.9	5.65	10,576.80	756.24	502.40	11,835.44		WAGES	97,630.00
46	5,709.60		157	BR ASST	Vakerics, L.	4	20	0.5	5.65	5,876.00	420.13		6,296.13	WAGES/BENEFITS		108,411.63
47	4,628.00		158	CLERK	Ramm, M.	4	20	0.5	5.63	5,855.20	418.65		6,273.85			
48														MONROEVILLE BR.		
49	16,987.62	MONROEVILLE	170	MNRVLL BR MGR	Murphy, E.	6	40	1	672.98	17,497.48	1,251.07	831.13	19,579.68		HOURS	60
50	6,354.40		171	BR ASST	Wagner, J.	4	20	0.5	6.29	6,541.60	467.72		7,009.32		FTE	1.5
51															WAGES	24,039.08
52	23,227.36	NEW HAVEN	180	NH BR MGR	Mrozowski, S.	M5	40	1	920.17	23,924.42	1,710.60	1,136.41	26,771.43	WAGES/BENEFITS		26,589.00
53	13,062.92		181	LG BR ASST MGR	Wissman, R.	5	40	1	519.24	13,500.24	965.27	641.26	15,106.77			
54	8,564.40		183	BR ASST/CH SP	Buhr, D.	5	30	0.8	6.49	10,124.40	723.89		10,848.29	NEW HAVEN BR.		
55	3,425.76		184	CLERK	Evans, Stacy	4	12	0.3	5.65	3,525.60	252.08		3,777.68		HOURS	122
56															FTE	3.05
57	16,987.62	PONTIAC	190	PONTIAC BR MGR	Payne, C.	6	40	1	672.98	17,497.48	1,251.07	831.13	19,579.68		WAGES	51,074.66
58	12,701.00		191	BR ASST/CH SP	Cato, T.	5	40	1	519.24	13,500.24	965.27	641.26	15,106.77	WAGES/BENEFITS		56,504.17
59																
60	24,617.58	SHAWNEE	200	SHAWNEE BR MGR	Lauer, K.	M5	40	1	975.24	25,356.24	1,812.97	1,204.42	28,373.63	PONTIAC BR.		
61	16,591.38		201	BKM LIBRN	Reynolds, R.	5	40	1	657.28	17,089.28	1,221.88	811.74	19,122.90		HOURS	80
62	12,701.00		203	LG BR ASST MGR	Makris, B.	5	40	1	519.24	13,500.24	965.27	641.26	15,106.77		FTE	2
63	11,413.74		204	BR ASST	Mertz, S.	5	40	1	519.24	13,500.24	965.27	641.26	15,106.77		WAGES	30,997.72
64	7,137.00		205	BR ASST	McKenna, A.	4	25	0.6	5.65	7,345.00	525.17		7,870.17	WAGES/BENEFITS		34,686.45
65	4,628.00		206	SHELVER	Brunet, K.	2	20	0.5	4.76	4,950.40	353.95		5,304.35			
66	5,709.60		207	CLERK	Nickleus, B.	4	20	0.5	5.65	5,876.00	420.13		6,296.13	SHAWNEE BR.		
67	5,709.60		208	CLERK	Wright, C.	4	20	0.5	5.65	5,876.00	420.13		6,296.13		HOURS	245
68															FTE	6.125
69	23,227.36	TECUMSEH	210	TECUMSEH BR MGR	Garwood, K.	M5	40	1	920.17	23,924.42	1,710.60	1,136.41	26,771.43		WAGES	93,493.40
70	12,701.00		211	LG BR ASST MGR	Mustin, H.	5	40	1	519.24	13,500.24	965.27	641.26	15,106.77	WAGES/BENEFITS		103,476.86
71	9,135.36		212	BR ASST/CH SP	Nolot, C.	5	32	0.8	6.49	10,799.36	772.15	512.97	12,084.48			
72	5,709.60		213	BR ASST	Lacey, L.	4	20	0.5	5.65	5,876.00	420.13		6,296.13	TECUMSEH BR.		
73	4,628.00		214	CLERK	Walker, C.	4	20	0.5	5.63	5,855.20	418.65		6,273.85		HOURS	152

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
74															FTE	3.8
75	23,227.36	WAYNEDALE	220	WAYNEDL BR MGR	Fisher, Jr., D.	M5	40	1	920.17	23,924.42	1,710.60	1,136.41	26,771.43		WAGES	59,955.22
76	12,701.00		221	LG BR ASST MGR	Hoffman, P.	5	40	1	519.24	13,500.24	965.27	641.26	15,106.77	WAGES/BENEFITS		66,532.66
77	11,413.74		222	BR ASST/CH SP	Stratton, A.	5	40	1	519.24	13,500.24	965.27	641.26	15,106.77			
78	6,851.52		223	BR ASST	Baker, P.	4	24	0.6	5.65	7,051.20	504.16		7,555.36	WAYNEDALE BR.		
79	5,709.60		224	BR ASST	Schneider, E.	4	20	0.5	5.65	5,876.00	420.13		6,296.13		HOURS	184
80	4,628.00		225	SHELVER	Strack, J.	2	20	0.5	4.76	4,950.40	353.95		5,304.35		FTE	4.6
81															WAGES	68,802.50
82	16,591.38	WOODBURN	230	WOODBURN BR MGR	Stauffer, J.	5	40	1	657.28	17,089.28	1,221.88	811.74	19,122.90	WAGES/BENEFITS		76,140.81
83						-	-	-								
84	32,500.00	FINANCE	240	FINANCIAL MGR.	Miller, Kathy S.	M7	40	1	1,287.51	33,475.26	2,393.48	1,590.07	37,458.82	WOODBURN BR.		
85	16,828.50	OFFICE	241	FINAN SVCS ASST	Sills, W.	5	40	1	666.67	17,333.42	1,239.34	823.34	19,396.10		HOURS	40
86	12,500.00		242	FINAN SVCS CLK	Topp, G.	3	40	1	480.77	12,500.00	893.75	593.75	13,987.50		FTE	1
87						-	-	-							WAGES	17,089.28
88	32,792.76	PERSONNEL	250	PERSONNEL MGR.	Holly, C.	M7	40	1	1,299.10	33,776.60	2,415.03	1,604.39	37,796.02	WAGES/BENEFITS		19,122.90
89	15,500.00	OFFICE	251	PERSONNEL ASST	Lussier, C.	5	40	1	614.04	15,965.04	1,141.50	758.34	17,864.88			
90	19,262.88		252	VOLUNTR SVC MGR	Smith, K.	M5	40	1	830.77	21,600.02	1,544.40	1,026.00	24,170.42	FINANCIAL SVCS.		
91	11,413.74		253	SECRTY/RECPT	McIntosh, J.	4	40	1	452.16	11,756.16	840.57	558.42	13,155.14		HOURS	120
92						-	-	-							FTE	3
93	25,500.00	COMM. REL	260	COMM.RELATNS MGR.	Hackworth, C.	M6	40	1	1,010.20	26,265.20	1,877.96	1,247.60	29,390.76		WAGES	63,308.68
94	18,043.74	OFFICE	261	GRAPHIC ARTIST	Sprunger, E.	6	40	1	714.81	18,585.06	1,328.83	882.79	20,796.68	WAGES/BENEFITS		70,842.41
95	11,413.74		263	COMM REL CLERK	Tackett, Jr., G.	4	40	1	452.16	11,756.16	840.57	558.42	13,155.14			
96	14,865.50		264	COMM REL ASST		6	40	1	553.85	14,400.10	1,029.61	684.00	16,113.71	PERSONNEL SVCS.		
97	23,227.36	PRINT SVCS.	265	PRINT SHOP MGR	Rust, D.	M4	40	1	920.17	23,924.42	1,710.60	1,136.41	26,771.43		HOURS	160
98	12,701.00		266	PR SHOP SUPERVSR	Dennis, C.	4	40	1	503.16	13,082.16	935.37	621.40	14,638.94		FTE	4
99	11,413.74		267	PR SHOP ASST	Vice, B.	4	40	1	452.16	11,756.16	840.57	558.42	13,155.14		WAGES	83,097.82
100						-	-	-						WAGES/BENEFITS		92,986.46
101	41,999.88	OPERATIONS-ML	270	ASSOCIATE DIR	Fortriede, S.	M8	40	1	1,663.85	43,260.10	3,093.10	2,054.85	48,408.05			
102	14,865.50		271	ADMIN ASST/OPRN	Wolfe, A.	5	40	1	588.91	15,311.66	1,094.78	727.30	17,133.75	VOLUNTEER SVCS.		
103															HOURS	40
104	23,227.36	ART, MUSIC	280	AMAV DEPT MGR	Moulton, M.	M6	40	1	934.62	24,300.12	1,737.46	1,154.26	27,191.83		FTE	1
105	19,188.52	AUDIO-VISUAL	281	AMAV ASST MGR	Cartford, P.	7	40	1	761.54	19,800.04	1,415.70	940.50	22,156.24		WAGES	21,600.02
106	0.00	SERVICES	282	LIBRN I/CAT AMAV	Kohlmeyer, M.	6	40	1	666.67	17,333.42	1,239.34	823.34	19,396.10	WAGES/BENEFITS		24,170.42
107	8,414.19		283	LIBRN I-AMAV	Breden, M.	6	20	0.5	8.33	8,663.20	619.42		9,282.62			
108	9,290.49		283	LIBRN II-AMAV	Chapman, L.	7	20	0.5	9.52	9,900.80	707.91		10,608.71	PUB.INFO.SVCS.		
109	17,436.12		284	AMAV DPT ASST MGR	Motsinger, G.	6	40	1	690.74	17,959.24	1,284.09	853.06	20,096.39		HOURS	280
110	7,137.00		285	FILM INSPED/CLK		4	25	0.6	5.65	7,345.00	525.17		7,870.17		FTE	7
111	4,628.00		288	DESK ATTD-AMAV	Starkey, S.	4	20	0.5	5.63	5,855.20	418.65		6,273.85		WAGES	119,769.26
112	4,628.00		288	DESK ATTD-AMAV	Plozay, M.	4	20	0.5	5.63	5,855.20	418.65		6,273.85	WAGES/BENEFITS		134,021.80
113	4,628.00		288	DESK ATTD-AMAV	Reuille, K.	4	20	0.5	5.63	5,855.20	418.65		6,273.85			
114	4,628.00		288	DESK ATTD-AMAV	Seabolt, J.	4	20	0.5	5.63	5,855.20	418.65		6,273.85	PRINT SVCS.		
115	4,628.00		288	DESK ATTD-AMAV	Stabler, T.	4	20	0.5	5.63	5,855.20	418.65		6,273.85		HOURS	120
116	0.00		288	DESK ATTD-AMAV		4	0	0		0.00	0.00		0.00		FTE	3
117	7,989.65		290	AMAV CLERK	Houshalder, C.	3	28	0.7	5.19	7,556.64	540.30		8,096.94		WAGES	48,762.74
118														WAGES/BENEFITS		54,565.51
119	25,280.32	BUSINESS	300	B&T DEPT MGR	Dickmeyer, J.	M6	40	1	1,001.49	26,038.74	1,861.77	1,236.84	29,137.35			
120	14,865.50	&	301	LIBRN I-B&T	Fredrick, L.	6	40	1	588.91	15,311.66	1,094.78	727.30	17,133.75	OPERATIONS - ML		
121	18,580.90	TECHNOLOGY	302	LIBRN II-B&T	Eckman, C.	7	40	1	761.54	19,800.04	1,415.70	940.50	22,156.24		HOURS	3747.5
122	16,828.50	DEPARTMENT	303	LIBRN I-B&T	Mungovan, S.	6	40	1	666.67	17,333.42	1,239.34	823.34	19,396.10		FTE	93.6875
123	16,828.50		304	GOV DOC ASST	Conklin, G.	5	40	1	666.67	17,333.42	1,239.34	823.34	19,396.10		WAGES	1,445,802.28
124	19,796.40		305	B&T ASST MGR	Riehm, S.	7	40	1	784.25	20,390.50	1,457.92	968.55	22,816.97	WAGES/BENEFITS		1,600,536.36
125	11,413.74		306	B&T CLERK	Brown, C.	3	40	1	452.16	11,756.16	840.57	558.42	13,155.14			
126	14,269.84		307	LIBRN II-B&T	Nahrwold, C.	7	40	1	761.54	19,800.04	1,415.70	940.50	22,156.24	AMAV SVCS.		
127	5,709.60		308	B&T CLERK	Singleton, R.	4	20	0.5	5.65	5,876.00	420.13		6,296.13		HOURS	353
128	5,709.60		309	B&T CLERK	Young, R.	4	20	0.5	5.65	5,876.00	420.13		6,296.13		FTE	8.825
129	5,709.60		310	B&T CLERK	Shrader, C.	4	20	0.5	5.65	5,876.00	420.13		6,296.13		WAGES	142,134.46
130	18,580.90		311	LIBRN II-B&T	Wright, J.	7	40	1	761.54	19,800.04	1,415.70	940.50	22,156.24	WAGES/BENEFITS		156,068.23
131																
132	25,280.32	CHILDREN'S	320	CS MGR	Woodruff, C.	M6	40	1	1,001.49	26,038.74	1,861.77	1,236.84	29,137.35	B & T DEPT.		
133	18,043.74	SERVICES	321	CS ASST MGR	Cardenas, R.	6	40	1	714.81	18,585.06	1,328.83	882.79	20,796.68		HOURS	420
134	18,580.90		322	LIBRN II-CS	Sherwin, P.	7	40	1	761.54	19,800.04	1,415.70	940.50	22,156.24		FTE	10.5
135	11,413.74		323	CS ASST	Roembke, J.	5	40	1	519.24	13,500.24	965.27	641.26	15,106.77		WAGES	185,192.02
136	5,709.60		324	CS ASST	Marano, K.	5	20	0.5	6.49	6,749.60	482.60		7,232.20	WAGES/BENEFITS		206,392.54
137	14,865.50		325	LIBRN I-CS	Voors, M.	6	40	1	588.91	15,311.66	1,094.78	727.30	17,133.75			
138	5,709.60		326	CS ASST	Hanford, J.	5	20	0.5	6.49	6,749.60	482.60		7,232.20	CHILDREN'S SVCS.		
139	5,785.00		327	PAGE-CS	Ball, K.	4	25	0.6	5.63	7,319.00	523.31		7,842.31		HOURS	265
140															FTE	6.625
141	25,280.32	GENEALOGY	340	GC DEPT MGR		M6	40	1	934.62	24,300.12	1,737.46	1,154.26	27,191.83		WAGES	114,053.94
142	21,046.22	DEPARTMENT	341	GC ASST MGR	Witcher, C.	M5	40	1	833.76	21,677.76	1,549.96	1,029.69	24,257.41	WAGES/BENEFITS		126,637.49
143	18,580.90		342	LIBRN II-GC	Beatty, J.	7	40	1	761.54	19,800.04	1,415.70	940.50	22,156.24			
144	16,828.50		343	LIBRNI - GC	Bourne, D.	6	40	1	666.67	17,333.42	1,239.34	823.34	19,396.10	GENEALOGY DEPT.		
145	18,580.90		344	LIBRN II-GC	Myers, S.	7	40	1	761.54	19,800.04	1,415.70	940.50	22,156.24		HOURS	470
146	12,701.00		345	GC MICRO ATTND	McCord, P.	4	40	1	503.16	13,082.16	935.37	621.40	14,638.94		FTE	11.75

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
147	11,413.74		346	CLERK-GC	Dennison, M.	2	40	1	452.16	11,756.16	840.57	558.42	13,155.14		WAGES	179,036.78
148	9,246.64		347	PAGE-GC	Barva, A.	3	40	1	415.39	10,800.14	772.21	513.01	12,085.36	WAGES/BENEFITS		198,932.03
149	9,246.64		348	PAGE-GC	Held, H.	3	40	1	415.39	10,800.14	772.21	513.01	12,085.36			
150	4,628.00		349	PAGE-GC	Davis, A.	3	20	0.5	5.19	5,397.60	385.93		5,783.53	READERS' SVCS.		
151	4,859.40		349	PAGE-GC	Beerbower, J.	3	21	0.5	5.19	5,667.48	405.22		6,072.70		HOURS	460
152	4,628.00		349	PAGE-GC	Holloway, A.	3	20	0.5	5.19	5,397.60	385.93		5,783.53		FTE	11.5
153	6,710.60		349	PAGE-GC	Webber, Jr., G.	3	29	0.7	5.19	7,826.52	559.60		8,386.12		WAGES	204,470.76
154	4,628.00		349	PAGE-GC	Miner, A.	3	20	0.5	5.19	5,397.60	385.93		5,783.53	WAGES/BENEFITS		228,523.67
155																
156	25,280.32	READERS'	360	RS DEPT MGR	Deane, Jr., P.	M6	40	1	1,001.49	26,038.74	1,861.77	1,236.84	29,137.35	TELEVISION SVCS.		
157	19,796.40	SERVICES	361	RS DPT ASST MGR	Misner, J.	7	40	1	784.25	20,390.50	1,457.92	968.55	22,816.97		HOURS	200
158	14,865.50		362	LIBRN I-RS	Michael, L.	6	40	1	588.91	15,311.66	1,094.78	727.30	17,133.75		FTE	5
159	16,828.50		363	LIBRN II-RS	McCaffery, L.	7	40	1	761.54	19,800.04	1,415.70	940.50	22,156.24		WAGES	87,685.26
160	16,591.38		364	OUTREACH SPCLST	Ballard, P.	5	40	1	657.28	17,089.28	1,221.88	811.74	19,122.90	WAGES/BENEFITS		98,119.81
161	18,580.90		365	LIBRN II-RS	Rogers, M.	7	40	1	761.54	19,800.04	1,415.70	940.50	22,156.24			
162	18,580.90		366	LIBRN II-RS	Hall, P.	7	40	1	761.54	19,800.04	1,415.70	940.50	22,156.24	Y.A.S.		
163	12,701.00		367	LIBRN II-RS		7	40	1	761.54	19,800.04	1,415.70	940.50	22,156.24		HOURS	205
164	12,701.00		368	CLERK-TB	Allmendinger, M	4	40	1	503.16	13,082.16	935.37	621.40	14,638.94		FTE	5.125
165	11,413.74		369	LIBRN I-RS	Zilz, C.	6	40	1	553.85	14,400.10	1,029.61	684.00	16,113.71		WAGES	88,735.40
166	5,709.60		371	CLERK-RS	Buschur, S.	4	20	0.5	5.65	5,876.00	420.13		6,296.13	WAGES/BENEFITS		97,940.36
167	12,701.00		372	RS RESERVES CLK	Knuth, S.	3	40	1	503.16	13,082.16	935.37	621.40	14,638.94			
168														CIRC. SVCS.		
169	23,227.36	TELEVISION	380	TV SVCS MGR	Hayes, R.	M6	40	1	934.62	24,300.12	1,737.46	1,154.26	27,191.83		HOURS	1294.5
170	19,796.40	SERVICES	381	PROD COORD	Schroeder, M.	5	40	1	784.25	20,390.50	1,457.92	968.55	22,816.97		FTE	32.3625
171	16,828.50		382	PUB ACC COORD	Mollberg, E.	6	40	1	666.67	17,333.42	1,239.34	823.34	19,396.10		WAGES	385,921.90
172	13,499.98		383	PROGRAM DIR	Wise, C.	5	40	1	534.81	13,905.06	994.21	660.49	15,559.76	WAGES/BENEFITS		422,380.42
173	11,413.74		384	PRODTN ASST	Washington, S.	4	40	1	452.16	11,756.16	840.57	558.42	13,155.14			
174														PROPERTIES		
175	23,227.36	YOUNG	400	YAS MGR	Henning, B.	M6	40	1	934.62	24,300.12	1,737.46	1,154.26	27,191.83		HOURS	1318.5
176	18,043.74	ADULT	401	YAS ASST MGR	Parrish, R.	6	40	1	714.81	18,585.06	1,328.83	882.79	20,796.68		FTE	32.9625
177	16,828.50	SERVICES	402	LIBRN I-YAS	Collis, E.	6	40	1	666.67	17,333.42	1,239.34	823.34	19,396.10		WAGES	448,375.46
178	9,290.94		403	LIBRN I-YAS	Zych, P.	6	25	0.6	7.36	9,568.00	684.11		10,252.11	WAGES/BENEFITS		494,980.27
179	5,706.89		404	LIBRN I-YAS	Mansfield, N.	6	20	0.5	6.92	7,196.80	514.57		7,711.37			
180	5,709.60		405	CLERK-YAS	Davis, J.	2	20	0.5	5.65	5,876.00	420.13		6,296.13	HKPG. SVCS.		
181	5,709.60		409	ASST-YAS	Ford, J.	3	20	0.5	5.65	5,876.00	420.13		6,296.13		HOURS	556
182															FTE	13.9
183	23,227.36	CIRCULATION	440	CIRC SVC MGR	Brooks, R.	M6	40	1	934.62	24,300.12	1,737.46	1,154.26	27,191.83		WAGES	165,762.74
184	12,701.00	SERVICES	441	RECORDS SPVSR	Morgan, R.	M2	40	1	503.16	13,082.16	935.37	621.40	14,638.94	WAGES/BENEFITS		181,902.66
185	14,269.84		443	STORAGE SPVSR	Hart, D.	M4	40	1	657.70	17,100.20	1,222.66	812.26	19,135.12			
186	12,701.00		445	OVRDUES COLLECTOR	Barva, A.	5	40	1	519.24	13,500.24	965.27	641.26	15,106.77	MAINT. SVCS.		
187	11,413.74		446	CIRC SHIFT LDR	Glosson, S.	M2	40	1	484.62	12,600.12	900.91	598.51	14,099.53		HOURS	160
188	11,413.74		447	CIRC CLERK	Obringer, C.	2	40	1	452.16	11,756.16	840.57	558.42	13,155.14		FTE	4
189	11,413.74		448	CIRC CLERK	Tschannen, S.	2	40	1	452.16	11,756.16	840.57	558.42	13,155.14		WAGES	69,157.14
190	11,413.74		449	CIRC CLERK	Peterson, R.	2	40	1	452.16	11,756.16	840.57	558.42	13,155.14	WAGES/BENEFITS		77,386.84
191	5,709.60		450	CIRC CLERK	Strain, K.	2	20	0.5	5.65	5,876.00	420.13		6,296.13			
192	5,709.60		451	CIRC CLERK	Gengo, K.	2	20	0.5	5.65	5,876.00	420.13	279.11	6,575.24	SECURITY SVCS.		
193	11,413.74		452	REG CLERK	Brooks, E.	3	40	1	452.16	11,756.16	840.57	558.42	13,155.14		HOURS	462.5
194	11,413.74		453	CLRHSE CLERK	Roembke, D.	2	40	1	452.16	11,756.16	840.57	558.42	13,155.14		FTE	11.5625
195	10,617.62		455	STRG SHIFT LEADER	Muthusamy, R.	M1	40	1	441.35	11,475.10	820.47	545.07	12,840.64		WAGES	145,119.00
196	10,617.62		456	STRG SHIFT LEADER	Krajewski, Jr.,	M1	40	1	441.35	11,475.10	820.47	545.07	12,840.64	WAGES/BENEFITS		159,481.98
197	7,993.44		457	CIRC SHIFT LEADER	Barnhart, F.	M2	28	0.7	6.06	8,823.36	630.87	-	9,454.23			
198	7,993.44		458	CIRC SHIFT LEADER	Edmonds, M.	M2	28	0.7	6.06	8,823.36	630.87		9,454.23	TECHNICAL SVCS.		
199	4,628.00		459	SHELVER	Binkley, L.	2	20	0.5	4.76	4,950.40	353.95		5,304.35		HOURS	1070
200	4,628.00		459	SHELVER	Bleck, B.	2	20	0.5	4.76	4,950.40	353.95		5,304.35		FTE	26.75
201	4,628.00		459	SHELVER	Cook, K.	2	20	0.5	4.76	4,950.40	353.95		5,304.35		WAGES	409,077.50
202	4,628.00		459	SHELVER	Culbertson, C.	2	20	0.5	4.76	4,950.40	353.95		5,304.35	WAGES/BENEFITS		457,087.86
203	4,628.00		459	SHELVER	Golden, A.	2	20	0.5	4.76	4,950.40	353.95		5,304.35			
204	5,553.60		459	SHELVER	Cluckie, D.	2	24	0.6	4.76	5,940.48	424.74		6,365.22	CATALOGING SVCS.		
205	4,628.00		459	SHELVER	Wiseman, D.	2	20	0.5	4.76	4,950.40	353.95		5,304.35		HOURS	200
206	4,628.00		459	SHELVER	McCaffery, S.	2	20	0.5	4.76	4,950.40	353.95		5,304.35		FTE	5
207	4,628.00		459	SHELVER	Muncey, D.	2	20	0.5	4.76	4,950.40	353.95		5,304.35		WAGES	103,500.28
208	4,628.00		459	SHELVER	Creech, C.	2	20	0.5	4.76	4,950.40	353.95		5,304.35	WAGES/BENEFITS		115,816.81
209	4,628.00		459	SHELVER	Scribner, J.	2	20	0.5	4.76	4,950.40	353.95		5,304.35			
210	4,628.00		459	SHELVER	Jones, M.	2	20	0.5	4.76	4,950.40	353.95		5,304.35	ACQUISITION SVCS.		
211	4,628.00		459	SHELVER	Ward, J.	2	20	0.5	4.76	4,950.40	353.95		5,304.35		HOURS	290
212	4,628.00		459	SHELVER	Lantz, J.	2	20	0.5	4.76	4,950.40	353.95		5,304.35		FTE	7.25
213	5,553.60		459	SHELVER	White, C.	2	20	0.5	4.76	4,950.40	353.95		5,304.35		WAGES	103,114.96
214	5,553.60		459	SHELVER		2	4	0.1	4.76	990.08	70.79		1,060.87	WAGES/BENEFITS		115,106.53
215	7,289.10		460	DESK ATTENDANT	Billingsley, C.	4	31.5	0.8	5.63	9,221.94	659.37	438.04	10,319.35			
216	5,900.70		460	DESK ATTENDANT	Goss, B.	4	25.5	0.6	5.63	7,465.38	533.77		7,999.15	PROCESSING SVCS.		
217	4,859.40		460	DESK ATTENDANT	Fletcher, L.	4	21	0.5	5.63	6,147.96	439.58		6,587.54		HOURS	540
218	4,859.40		460	DESK ATTENDANT	Heersche, J.	4	21	0.5	5.63	6,147.96	439.58		6,587.54		FTE	13.5
219	7,289.10		460	DESK ATTENDANT	Jones, C.	4	31.5	0.8	5.63	9,221.94	659.37	438.04	10,319.35		WAGES	168,685.66

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
220	4,859.40		460	DESK ATTENDANT	Kiwak, B.	4	21	0.5	5.63	6,147.96	439.58		6,587.54	WAGES/BENEFITS		188,368.50
221	7,289.10		460	DESK ATTENDANT	Lapsley, S.	4	31.5	0.8	5.63	9,221.94	659.37		9,881.31			
222	4,859.40		460	DESK ATTENDANT	Jones, S.	4	21	0.5	5.63	6,147.96	439.58		6,587.54	INTERDIVISIONAL		
223	4,049.50		460	DESK ATTENDANT	Mason, D.	4	17.5	0.4	5.63	5,123.30	366.32		5,489.62		HOURS	80
224	4,859.40		460	DESK ATTENDANT	Smith, P.	4	21	0.5	5.63	6,147.96	439.58		6,587.54		FTE	2
225	4,859.40		460	DESK ATTENDANT	Thomas, E.	4	21	0.5	5.63	6,147.96	439.58		6,587.54		WAGES	44,092.10
226	3,123.90		460	DESK ATTENDANT	Wheaton, B.	4	13.5	0.3	5.63	3,952.26	282.59		4,234.85	WAGES/BENEFITS		49,339.06
227	3,123.90		460	DESK ATTENDANT		4	13.5	0.3	5.63	3,952.26	282.59		4,234.85			
228	5,709.60		461	CIRC CLERK	Kimmel, K.	2	20	0.5	5.65	5,876.00	420.13		6,296.13			
229	4,628.00		462	CIRC FILER	Davis, J.	2	20	0.5	4.76	4,950.40	353.95		5,304.35			
230	4,628.00		463	CIRC FILER	Gardner, D.	2	20	0.5	4.76	4,950.40	353.95		5,304.35			
231	5,709.60		464	COLLECTION ASST		3	20	0.5	5.19	5,397.60	385.93		5,783.53			
232	5,709.60		465	CIRC CLERK	Cannon, D.	2	20	0.5	5.65	5,876.00	420.13		6,296.13			
233	5,709.60		466	CIRC CLERK	Zulkowski, C.	2	20	0.5	5.65	5,876.00	420.13		6,296.13			
234																
235	32,792.76	PROPERTIES	430	PROPERTY MGR.	Johnson, E.	M7	40	1	1,299.10	33,776.60	2,415.03	1,604.39	37,796.02			
236	16,828.50		431	PURCHSG AGENT	Andrews, S.	5	40	1	666.67	17,333.42	1,239.34	823.34	19,396.10			
237	5,304.00		432	SUPPLY CLERK	Connin, M.	3	20	0.5	5.26	5,470.40	391.13		5,861.53			
238	11,413.74		433	PROP MGMNT CLERK	Pena, K.	4	40	1	452.16	11,756.16	840.57	558.42	13,155.14			
239																
240	19,686.94	HOUSEKEEPING	470	HSKP SVC MGR	Mask, M.	M4	40	1	779.91	20,277.66	1,449.85	963.19	22,690.70			
241	14,865.50	SERVICES	471	HSKP SPRVSR	Green, K.	M3	40	1	588.91	15,311.66	1,094.78	727.30	17,133.75			
242	10,617.62		473	THIRD SHIFT HKPR	Baker, K.	2	40	1	420.63	10,936.38	781.95	519.48	12,237.81			
243	10,617.62		474	THIRD SHIFT HKPR	Blocher, L.	2	40	1	420.63	10,936.38	781.95	519.48	12,237.81			
244	10,617.62		477	THIRD SHIFT HKPR	Harrow, M.	2	40	1	420.63	10,936.38	781.95	519.48	12,237.81			
245	6,630.00		478	THIRD SHIFT HKPR	Lobbley, E.	2	25	0.6	5.26	6,838.00	488.92		7,326.92			
246	2,652.00		478	THIRD SHIFT HKPR	Girardot, K.	2	10	0.3	5.26	2,735.20	195.57		2,930.77			
247	2,652.00		478	THIRD SHIFT HKPR	McBride, G.	2	10	0.3	5.26	2,735.20	195.57		2,930.77			
248	4,773.60		478	THIRD SHIFT HKPR	Jacquay, A.	2	18	0.5	5.26	4,923.36	352.02		5,275.38			
249	2,652.00		478	THIRD SHIFT HKPR	Jeffery, D.	2	10	0.3	5.26	2,735.20	195.57		2,930.77			
250	6,630.00		478	THIRD SHIFT HKPR	Macaluso, M.	2	25	0.6	5.26	6,838.00	488.92		7,326.92			
251	7,160.40		478	THIRD SHIFT HKPR	McDavid, R.	2	27	0.7	5.26	7,385.04	528.03		7,913.07			
252	6,630.00		478	THIRD SHIFT HKPR	Moore, B.	2	25	0.6	5.26	6,838.00	488.92		7,326.92			
253	6,630.00		478	THIRD SHIFT HKPR	Osburn, S.	2	25	0.6	5.26	6,838.00	488.92		7,326.92			
254	4,773.60		478	THIRD SHIFT HKPR	Snyder, D.	2	18	0.5	5.26	4,923.36	352.02		5,275.38			
255	3,128.40		478	THIRD SHIFT HKPR	Vance, S.	2	12	0.3	5.26	3,282.24	234.68		3,516.92			
256	6,630.00		478	THIRD SHIFT HKPR	Vaughn, B.	2	25	0.6	5.26	6,838.00	488.92		7,326.92			
257	12,210.37		478	THIRD SHIFT HKPR		2	46	1.2	5.26	12,581.92	899.61		13,481.53			
258	10,617.62		480	FIRST SHIFT HKPR	Rutherford, C.	3	40	1	420.63	10,936.38	781.95	519.48	12,237.81			
259	10,617.62		481	THIRD SHIFT HKPR	Biddle, B.	2	40	1	420.63	10,936.38	781.95	519.48	12,237.81			
260																
261	23,889.84	MAINTENANCE	500	MAINTENANCE MGR	Schell, K.	M5	40	1	946.41	24,606.66	1,759.38	1,168.82	27,534.85			
262	13,196.82	SERVICES	501	MAINTENANCE TECH	Crick, D.	4	40	1	571.16	14,850.16	1,061.79	705.38	16,617.33			
263	11,413.74		502	MAINTENANCE TECH	Easley, D.	4	40	1	571.16	14,850.16	1,061.79	705.38	16,617.33			
264	13,196.82		503	MAINTENANCE TECH	Vardaman, D.	4	40	1	571.16	14,850.16	1,061.79	705.38	16,617.33			
265																
266	19,686.94	SECURITY	520	SECURITY MGR	Richwine, J.	M5	40	1	830.77	21,600.02	1,544.40	1,026.00	24,170.42			
267	11,413.74	SERVICES	521	SWITCHBOARD OPR	Rodenbeck, E.	4	40	1	452.16	11,756.16	840.57	558.42	13,155.14			
268	4,567.68		522	SWITCHBOARD OPR	Patterson, A.	4	16	0.4	5.65	4,700.80	336.11		5,036.91			
269	6,630.00		523	SEC OFFICER	Ade, S.	3	25	0.6	5.26	6,838.00	488.92		7,326.92			
270	5,304.00		523	SEC OFFICER	Cipollo, J.	3	20	0.5	5.26	5,470.40	391.13		5,861.53			
271	5,304.00		523	SEC OFFICER	Campbell, S.	3	20	0.5	5.26	5,470.40	391.13		5,861.53			
272	6,630.00		523	SEC OFFICER	Hemsoth, R.	3	25	0.6	5.26	6,838.00	488.92		7,326.92			
273	6,630.00		523	SEC OFFICER	Foreman, B.	3	25	0.6	5.26	6,838.00	488.92		7,326.92			
274	5,304.00		523	SEC OFFICER	Barkley, A.	3	20	0.5	5.26	5,470.40	391.13		5,861.53			
275	5,304.00		523	SEC OFFICER	Wendlandt, C.	3	20	0.5	5.26	5,470.40	391.13		5,861.53			
276	5,304.00		523	SEC OFFICER	Shadd, M.	3	20	0.5	5.26	5,470.40	391.13		5,861.53			
277	8,353.80		523	SEC OFFICER		3	31.5	0.8	5.26	8,615.88	616.04		9,231.92			
278	11,413.78		524	SEC LD OFFICER		4	40	1	452.16	11,756.16	840.57	558.42	13,155.14			
279	14,865.50		525	SEC SPVR	Bock, N.	M3	40	1	588.91	15,311.66	1,094.78	727.30	17,133.75			
280	11,413.74		444	MAIL CLERK	Williams, C.	3	40	1	452.16	11,756.16	840.57	558.42	13,155.14			
281	11,413.74		454	COURIER	Gaines, A.	2	40	1	452.16	11,756.16	840.57	558.42	13,155.14			
282																
283	32,792.76	TECHNICAL SVC	540	TECH SVCS MGR	Hartzell, J.	M7	40	1	1,299.10	33,776.60	2,415.03	1,604.39	37,796.02			
284																
285	23,227.36	CATALOGING	541	CATALOGING MGR	Johnson, N.	M6	40	1	934.62	24,300.12	1,737.46	1,154.26	27,191.83			
286	18,580.90	SERVICES	542	CATALOGER	Reardon, A.	5	40	1	761.54	19,800.04	1,415.70	940.50	22,156.24			
287	18,580.90		543	CATALOGER	Hathaway, D.	5	40	1	761.54	19,800.04	1,415.70	940.50	22,156.24			
288	16,828.50		544	CATALOGER	Williams, H.	5	40	1	761.54	19,800.04	1,415.70	940.50	22,156.24			
289	16,828.50		545	CATALOGER	DeVault, M.	5	40	1	761.54	19,800.04	1,415.70	940.50	22,156.24			
290																
291	23,227.36	ACQUISITION	550	ACQUIS MGR	Sandstrom, P.	M6	40	1	934.62	24,300.12	1,737.46	1,154.26	27,191.83			
292	14,865.50	SERVICES	551	ACQUIS ASST MGR	Rigdon, S.	M4	40	1	657.70	17,100.20	1,222.66	812.26	19,135.12			

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
293	11,413.74		552	ACQUIS ASST	Angel, L.	4	40	1	452.16	11,756.16	.840.57	558.42	13,155.14			
294	11,413.74		553	ACQUIS ASST	Eisenmann, J.	4	40	1	452.16	11,756.16	840.57	558.42	13,155.14			
295	8,564.40		554	ACQUIS ASST	Fleischer, A.	4	30	0.8	5.65	8,814.00	630.20	418.67	9,862.87			
296	5,709.60		555	ACQUIS ASST	Pfeiffer, S.	4	20	0.5	5.65	5,876.00	420.13		6,296.13			
297	11,413.74		556	ACQUIS ASST	Genaway, J.	4	40	1	452.16	11,756.16	840.57	558.42	13,155.14			
298	11,413.74		557	ACQUIS ASST		4	40	1	452.16	11,756.16	840.57	558.42	13,155.14			
299																
300	19,686.94	PROCESSING	560	PROCESSING MGR	Patten, D.	M5	40	1	830.77	21,600.02	1,544.40	1,026.00	24,170.42			
301	13,937.04	SERVICES	561	LEAD PROC ASST	Scott, N.	4	40	1	552.13	14,355.38	1,026.41	681.88	16,063.67			
302	11,413.74		562	DATA ENTRY CLERK	Boshler, J.	3	40	1	452.16	11,756.16	840.57	558.42	13,155.14			
303	11,413.74		563	DATA ENTRY CLERK	Frederick, J.	3	40	1	452.16	11,756.16	840.57	558.42	13,155.14			
304	11,413.74		564	DATA ENTRY CLERK	Lowman, M.	3	40	1	452.16	11,756.16	840.57	558.42	13,155.14			
305	11,413.74		565	DATA ENTRY CLERK	Kenagy, W.	3	40	1	452.16	11,756.16	840.57	558.42	13,155.14			
306	11,413.74		566	DATA ENTRY CLERK	Timinsky, Y.	3	40	1	452.16	11,756.16	840.57	558.42	13,155.14			
307	9,131.02		567	DATA ENTRY CLERK	Sloniewski, D.	3	32	0.8	5.65	9,401.60	672.21	446.58	10,520.39			
308	7,989.65		568	DATA ENTRY CLERK	Swank, G.	3	28	0.7	5.65	8,226.40	588.19		8,814.59			
309	10,617.62		569	TECH SVC CLERK	Bandelier, D.	1	40	1	420.63	10,936.38	781.95	519.48	12,237.81			
310	10,617.62		570	TECH SVC CLERK	Bender, R.	1	40	1	420.63	10,936.38	781.95	519.48	12,237.81			
311	11,413.74		571	DATA ENTRY CLERK	Muthusamy, B.	3	40	1	452.16	11,756.16	840.57	558.42	13,155.14			
312	10,617.62		572	TECH SVC CLERK	Tucker, M.	1	40	1	420.63	10,936.38	781.95	519.48	12,237.81			
313	11,413.74		573	DATA ENTRY CLERK	Wilhoit, A.	3	40	1	452.16	11,756.16	840.57	558.42	13,155.14			
314																
315	27,941.94	OPERATIONS	580	BIBLIOGRAPHER	Seagly, R.	8	40	1	1,106.94	28,780.44	2,057.80	1,367.07	32,205.31			
316	14,865.50	ML - B&B	581	INTERDEPT LIBRN	Murray, C.	6	40	1	588.91	15,311.66	1,094.78	727.30	17,133.75			
317																
318	105,000.00		601	SUMMER STAFF						105,000.00	7,507.50		112,507.50			
319	40,858.65		602	TEMPORARY STAFF						40,858.65	2,921.39		43,780.04			
320	(27,769.55)			LSCA						(27,769.55)						
321	(7,000.00)		*	FRIENDS of the LIBRARY						(7,000.00)						
322																
323	$3,372,323.00			TOTALS			8788	220		$3,582,917.70	$257,613.59	$132,512.68	$4,007,813.52			

OFFICIAL RECORDS OF
THE ALLEN COUNTY PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES

December 30, 1987)
)
A RESOLUTION TO APPROVE A TEMPORARY) No. 1987-30
LOAN FROM FORT WAYNE NATIONAL BANK)

RESOLVED, By the Board of Library Trustees, Allen County Public Library, Allen County, Indiana, that Fort Wayne National Bank has submitted the lowest and best bid with the rate of 6.50% on an offer to borrow by Allen County Public Library for the sum of $3,500,000.00 for the period January 1 to December 31, 1988, to meet current operating expenses prior to semi-annual receipt of funds raised through the application of a levy of taxes, as authorized by law;

RESOLVED FURTHER, That the officers of this Corporation and Board are authorized to contract with Fort Wayne National Bank to borrow said money and incur liability for and in behalf and in the name of this Corporation, and to act for this Corporation in the transaction of all other business in connection with said loan;

RESOLVED FURTHER, That the Secretary or any other officer of this Corporation and Board be and is hereby authorized to certify to said bank a copy of these resolutions and the names and signatures of this Board's officers, or employees, and said bank is thereby authorized to rely upon such certificate until formally advised by like certificate of any changes therein.

Adopted this 30th day of December, 1987.

Mary Koehlinger

Mary Koehlinger, Vice President

Rae Gates

Rae Gates, Secretary Pro Tempore

HECKMAN
BINDERY INC.
MAY 91
N. MANCHESTER,
INDIANA 46962